

## CHAPTER 5

# WATCH STANDING AND DRILLS

*I can imagine no more rewarding career. And any man who may be asked in this century what he did to make his life worthwhile, I think can respond with a good deal of pride and satisfaction: "I served in the United States Navy."*

—President John F. Kennedy

After graduating from Navy recruit training, you went on to your first school or duty station. At that time you were probably either a seaman recruit or a seaman apprentice. As you progressed to seaman, you learned from others. You were trained to stand watches and perform your job properly. As you go up in rate you will receive additional responsibilities and authority along with the privileges of each new pay grade. At this time you are preparing for advancement to petty officer third class.

Depending upon where you are stationed, you may be assigned to any variety of positions of authority. You even may be called upon to help in some of the training of your shipmates. The experience and training you have gained while moving up the advancement ladder will be a valuable asset to you in performing your present and future duties.

In this chapter you will study about some typical military duties a petty officer third class will be expected to perform.

### MILITARY DUTIES OF THE PETTY OFFICER

**Learning Objectives:** Recall the duties and responsibilities of the petty officer of the watch (POOW). Recall the importance of the ship's deck log. Recognize the entries in the ship's deck log. Recognize honors rendered to officers and officials boarding and departing the ship. Recognize POOW responsibilities concerning weather. Recognize POOW responsibilities when your ship is moored or anchored. Recall the procedures to relieve an armed watch. Identify the names, abbreviations, and missions of major commands

within the Department of the Navy, shore establishments, and operating forces. Recognize the duties of petty officer military watches (petty officer of the watch, master-at-arms, police petty officer, shore patrol, etc.).

In this section you will be introduced to some of the typical military duties of a petty officer, both aboard ship and ashore.

### PETTY OFFICER OF THE WATCH

The POOW is the primary enlisted assistant to the officer of the deck (OOD) when the ship is in port. The POOW assists the OOD in carrying out the ship's daily routine and in ensuring the security and safety of the ship.

In this section you will be familiarized with several areas of POOW responsibility—watch standing and administration; quarterdeck and bridge equipment; logs, records, and reports; security; and drills and emergencies.

### Watch Standing and Administration

You must think about your appearance before you take over any watch. While on watch, you are a direct representative of the commanding officer. Your hair should be properly maintained to Navy grooming standards and you should wear a neat uniform.

While on watch you must ensure that the quarterdeck area or gangway is clean, neat, and not occupied by unauthorized personnel. The first place a visitor sees when boarding your ship is the quarterdeck area. A visitor's first impression may strongly influence thoughts about the entire ship or the Navy in general. Always do your best to give everyone who crosses your quarterdeck a good first impression of your command.

When assigned as the POOW, you will have the following duties, responsibilities, and authority:

- Assist the OOD and the junior officer of the watch (JOOW) and supervise and instruct sentries and messengers.

- Wear the prescribed uniform and ensure orderliness of watch standing equipment during each morning watch.

- Carry out the daily routine and orders as the OOD may direct.

- Notify the OOD and the JOOW of any changes in the weather or changes in barometric pressure readings of .04 inch or more in any one hour. The quartermaster of the watch, when assigned, will assume this responsibility.

- In all classes of submarines, hourly observe and log draft readings. Ensure draft readings are reviewed periodically by the in-port duty officer.

- Make entries in the deck log for all events of interest as directed by the OOD. Erasures should not be made in the deck log. The quartermaster of the watch, when assigned, will assume this responsibility.

- Ensure the messenger makes the calls listed in the call book kept on the quarterdeck. The quartermaster of the watch, when assigned, will assume this responsibility.

- Return salutes and carry out the watch routine for the OOD or the JOOW when neither is at the gangway.

- Call away boats in sufficient time to make sure that they are ready to leave the ship at the time prescribed in the boat schedule.

- Keep a list of personnel (such as boat crews) expected to be absent on duty from the ship during meal hours. Notify the ship's duty cook of the approximate number of personnel that will be absent and the time they will return for the meal.

- Assemble liberty parties in ample time for inspection by the OOD before departure of scheduled liberty boats.

- Perform other duties as directed by the OOD or JOOW.

These duties may seem like a lot to do while on watch, but you probably have observed and are familiar with many of them, having stood sentry or messenger watches in the past. While you are standing POOW, you should be alert for the display of significant flags and pennants from other ships. You should ensure the correct display on your ship. This area will be covered later in this section.

Another of your responsibilities is knowing how to operate any of the equipment found on the quarterdeck and bridge.

## **Quarterdeck and Bridge Equipment**

The Navy has many different types and classes of ships. Each ship type has installed equipment to enable that ship to do its job. It would be impossible to describe each and every piece of equipment that can be found on the bridge of each ship. Each ship in the Navy contains instruments or apparatuses that are used for the following purposes:

- Steering
- Depth sounding
- Indicating ship's head
- Indicating rudder angle
- Measuring speed
- Measuring temperature and atmospheric pressure
- Measuring wind direction and speed
- Communicating speed orders to engine room
- Taking bearings and ranges
- Making celestial observations
- Controlling running, anchor, aircraft, and warning lights
- Indicating revolutions made by the engines

- Communicating with other departments in the ship
- Activating alarms

You may be familiar with some of this equipment. Only the equipment that is important to the POOW will be described.

### Internal Communications

At times during your POOW duties, you will be required to communicate with personnel in various parts of your ship. You should have a working knowledge of the mass communication (MC) systems—sound-powered telephones, voice tubes, pneumatic tubes, and ship's service telephones. For more information on internal communication equipment, refer to *Basic Military Requirements*, NAVEDTRA 12018.

### Logs, Records, and Reports

As you stand petty officer of the watch, you will be required to maintain various logs, records, and reports. If your ship is in port, you may have to maintain a weather log. The equipment you will use to take weather readings will be covered later in this chapter. In this section you will be looking at the ship's deck log and also at several other logs, records, and reports.

**SHIP'S DECK LOG.**—Probably the most important log you will be maintaining is the ship's deck log. The basic requirements for maintaining the ship's deck log are contained in *U.S. Navy Regulations* and *Standard Organization and Regulations of the U.S. Navy*. A more detailed explanation can be found in OPNAVINST 3100.7. The ship's deck log is a complete daily record, by watches, of every circumstance and occurrence of importance or interest about the crew and the operation and safety of the ship.

A ship's deck log has both historical importance and legal standing. It may be used at times in naval, admiralty, and civil courts. In an incident involving the ship, the log may be the only available evidence upon which to base a legal decision. At sea the quartermaster of the watch keeps the ship's deck log. In port, chronological entries are made, but these entries are made by the POOW.

Entries in the ship's deck log should be handwritten with a black ballpoint pen or typewritten. Entries must

be neat and legible. Use only standard Navy phraseology. Because the log may be used as evidence in legal proceeding, erasures are not permitted. If you make a mistake, draw a single line through the original entry (so that it remains legible), insert the correct entry, and place your initials in the left margin. The log is signed at the end of each watch by the OOD. The name of the officer of the deck also must be printed beneath the signature. Facsimile signatures are not acceptable. Figure 5-1 is an example of a deck log sheet.

In keeping the log, remember two important points: (1) All entries must be clear, concise, and accurate; and (2) every entry must be preceded by the time of its occurrence or when the information becomes known.

In some instances, the OOD will tell you what to note and when; but normally you are expected to make proper, standard entries on your own without being told. If you are in doubt as to whether or not an entry should be made, check with the OOD. The overall responsibility for the deck log belongs to the OOD. OODs must sign the deck log at the end of their watch to show relief of the watch and validity of entries. The following are a few of the entries that are always recorded:

1. Convening of courts-martial or fact-finding bodies
2. Inspections held, including administrative, material, personnel, lower deck, and magazine inspections
3. Injuries, accidents, and casualties
4. Official visits
5. Salutes fired and flags displayed
6. Arrivals and departures of the commanding officer and executive officer and, if on board, flag officers and civil officials
7. Drills held
8. Observance of sunrise and sunset

OPNAV 3100/99 (Rev. 7-84) S/N8107-LF-031-0498										<b>SHIP'S DECK LOG SHEET</b>										IF CLASSIFIED STAMP SECURITY MARKING HERE			
USE BLACK INK TO FILL IN THIS LOG																							
SHIP TYPE		HULL NUMBER		YEAR		MONTH		ZONE		DAY		E		USS <u>UNDERWOOD</u> AT/PASSAGE FROM <u>NORFOLK, VA.</u> TO <u>VA CAPES OP. AREA</u>								CLASS HANDL	
D A <u>D D G N</u>		1 1 7 0		3 0 7		Q 0 1		E										78 79					
JAN 12 1974																							
POSITION ZONE TIME				POSITION ZONE TIME				POSITION ZONE TIME				LEGEND											
0800 _____ BY _____				1200 _____ BY _____				2000 _____ BY _____				1- CELESTIAL 2- ELECTRONIC 3- VISUAL 4- D.R.											
λ _____ BY _____				λ _____ BY _____				λ _____ BY _____															
TIME	ORDER	CSE	SPD	DEPTH	RECORD OF ALL EVENTS OF THE DAY																		
18-21	23-29	30-32	33-36	37-40	77																		
					00-04																		
2342					<i>Assumed the watch. Moored portside to USS ROYAL (DD-000) at Pier 3, Berth 32, Naval Operating Base, Norfolk, Virginia with standard mooring lines doubled and spring play out fore and aft. Receiving miscellaneous services from the pier. Cold iron and security watches have been posted. Material condition YOKE has been set throughout the ship. Ships present include various units of the U.S. Atlantic Fleet. SOPA is Tom Burlant embarked in USS REMINGTON (AD-00).</i>																		
2351					<i>security watch reports all conditions normal.</i>																		
0059																							
0156																							
0259					<i>security watch reports all conditions normal.</i> <i>R. C. Fox</i> <i>R. C. FOX, BTC, USN</i>																		
					04-08																		
0345					<i>Assumed the watch. Moored as before.</i> <i>security watch reports all conditions normal.</i> <i>security watch reports all conditions normal.</i> <i>W. J. Tiger</i> <i>W. J. TIGER, LTJG, USN</i>																		
0358																							
0506																							
					08-12																		
0725					<i>Assumed the watch. Moored as before.</i> <i>Captain arrived on board.</i> <i>Received fuel, water and draft report. Draft fwd. 13', aft 14'0", mean 13'9". 13'7".</i>																		
0830																							
NAT 0910																							
0930					<i>Stationed the special sea detail.</i> <i>N. A. Trout</i> <i>N. A. TROUT, LT, USN</i>																		
					08-12 (Continued)																		
0950					<i>Captain and Navigator are on the bridge.</i> <i>Steering shifted to bridge.</i> <i>Completed all preparations for getting underway.</i>																		
0952																							
0955																							
REPORT SYMBOL OPNAV 3100-10																							
IF CLASSIFIED STAMP REVIEW/DECLASSIFICATION DATE HERE										IF CLASSIFIED STAMP SECURITY MARKING HERE													

MRP3F0501

Figure 5-1.—Ship's deck log sheet.

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|--|--|
| <p>9. Reports made to the OOD; for example, fuel and water, chronometer, magazine temperatures, and so forth</p> <p>10. Equipment casualties</p> | <p>11. Watch changes (relief of watches)</p> <p>12. Absentees</p> <p>13. Personnel arrests/suspensions</p> |
|--|--|

During the morning watch (0800-1200), the ship's casualty alarms are tested to make sure they operate properly. The procedure is normally kept in a notebook in the quarterdeck area. It explains how to properly pass the word for the test and what alarms are tested. Some ships do not test all alarms every day. They test different alarms on various days. However, all alarms must be tested before getting underway. Make sure you log the testing of alarms in the ship's deck log, along with the time of the test and the name of the alarm tested. When the alarms are tested, they must have the proper sound. If they do not have the proper sound, notify the OOD, who will, in turn, have you notify the division that is responsible for the repair work. All the alarms **MUST** work properly because they are the primary means of notifying the crew when something is wrong.

Each day the POOW having the midwatch enters the status of the ship (moored, anchored, in dry dock, etc.), location, services being received, ships present, and SOPA (senior officer present afloat). Subsequent watches make the entry "moored as before" or whatever is appropriate. The following sample entries are provided as guidance for making entries in the log. They are not all-inclusive, nor are they in the only acceptable style. Any entry that is complete, accurate, clear, and in standard Navy phraseology is acceptable. Remember one important thing about the log—you can put too little in the log but never too much. For a more complete listing of sample entries, see OPNAVINST 3100.7B, *Preparing, Maintaining, and Submitting the Ship's Deck Log*.

## DAILY INITIAL WATCH ENTRIES—IN PORT

00-04

0000 Moored starboard side to USS TRUETT (FF 1095) with standard mooring lines in a nest of three frigates. USS MOINESTER (FF 1097) moored outboard of TRUETT to starboard. TRUETT moored fore and aft to buoys B-5 and B-6, Norfolk, Va. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

00-04

0000 Anchored in Berth B-4, Trinidad, the West Indies, in 12 fathoms of water, mud bottom, with 60 fathoms of chain to the starboard anchor on the following anchorage bearings: South Point Light 060, etc. Ship in condition of

readiness THREE; material condition \_\_\_\_\_ set and darkened except for anchor lights. Engineering department on 30 minutes notice before getting underway. Heavy weather plan in effect. Anchor detail standing by. Wind 45 knots from 070. Weather reports indicate possibility of winds up to 60 knots before 0400. Ships present: \_\_\_\_\_, SOPA \_\_\_\_\_.

00-04

0000 Moored starboard side to Pier 3, Berth 35, U.S. Naval Base, Norfolk, Va., with standard mooring lines doubled. Receiving miscellaneous services from the pier. Ships present include \_\_\_\_\_ SOPA \_\_\_\_\_.

00-04

0000 Resting on keel blocks in dry dock No. 3, Puget Sound Naval Shipyard, Bremerton, Wash., receiving miscellaneous services from the dock. Ships present: \_\_\_\_\_ SOPA \_\_\_\_\_.

**NOTE:** On succeeding watches the first entry is "Moored as before," "Anchored as before," or "Dry-docked as before."

## AMMUNITION

1400 Commenced loading (transferring) ammunition.

1600 Completed (loading) (transferring) ammunition, having (received from) (transferred to) USS FLINT (AE 32) 400 rounds 5"/38 cal. illum. projectiles, 250 5"/38 cal. smokeless, and 250 5"/38 cal. flashless charges.

## DAMAGE

1155 USS BOULDER (LST 1190), in coming alongside to port, carried away 39 feet of the ship's port lifeline forward, with stanchions, and indented the side to a depth of 4 inches over a space 10 feet long and 4 feet high in the vicinity of frames 46-51. No personnel casualties.

## **DRILLS AND EXERCISES**

### **GENERAL**

1000 Exercised at general drills.

### **ABANDON SHIP**

1005 Held abandon ship drill.

1045 Secured from abandon ship drill.

### **CBR ATTACK**

1440 Set material condition \_\_\_\_\_ and CBR condition \_\_\_\_\_.

1450 Set CBR condition \_\_\_\_\_.

### **COLLISION**

1350 Held collision drill.

1354 Material condition \_\_\_\_\_ set.

1410 Secured from collision drill. Set material condition \_\_\_\_\_.

### **FIRE AND RESCUE**

1100 Held fire drill.

1110 Secured from fire drill.

1300 Called away the fire and rescue party.

1305 Fire and rescue party embarked in starboard boat and clear of ship.

1330 Fire and rescue party returned aboard. Further assistance not required.

## **HONORS, CEREMONIES, OFFICIAL VISITS**

### **VISITS**

1430 Their Royal Majesties, the King and Queen of \_\_\_\_\_, with their official party, made an official call on VADM J. A. DOE, USN, COMSIXTHFLT. Rendered honors and fired a salute of 21 guns.

1530 The royal party departed. Rendered honors and fired a salute of 21 guns.

### **CALLS**

1000 The commanding officer left the ship to make an official call on COMCRUDESGRU 4.

1605 RADM Jack FROST, USN, COMCRUDESGRU 4, came aboard to return the official call of the commanding officer.

### **PERSONAL FLAGS**

1200 RADM Water T. DOOR, USN, COMCARGRU 3, broke his flag in this ship.

1300 The Honorable Very C. Pistol, Secretary of the Navy, came aboard; broke the flag of the Secretary of the Navy.

1500 The Secretary of the Navy departed; hauled down the flag of SECNAV.

1530 COMPHIBRON 2 shifted his pennant from USS SAIPAN (LHA 2) to USS MOUNT WHITNEY (LCC 20).

### **MANNING THE RAIL**

1000 Manned the rail as the President of the United States came aboard for an official visit. Fired 21 gun salute; broke the President's flag at the main-truck.

## **INSPECTIONS**

### **ADMINISTRATIVE, PERSONNEL, READINESS**

0930 RADM Paul T. BOAT, USN, COMTRAPAC, accompanied by staff members and inspecting party from USS MIDWAY (CV 41), came on board and commenced surprise (administrative) (personnel) (readiness) inspection. Broke flag of COMTRAPAC.

1100 COMTRAPAC, staff members, and inspecting party left the ship. Hauled down flag of COMTRAPAC.

1110 COMTRAPAC broke his flag in USS MIDWAY (CV 41).

#### **LOWER DECK**

1315 Commenced captain's inspection of lower decks, holds, and storerooms.

1400 Secured from inspection.

#### **PERSONNEL**

0900 Mustered the crew at quarters for captain's inspection (of personnel and upper decks).

1010 Secured from inspection.

#### **NAVIGATIONAL ENTRIES**

##### **TIDE**

0733 Commenced swinging to flood tide, stern to port.

1046 Completed swinging to flood tide, heading 347.

##### **TIME ZONE CHANGE**

0001 Set clocks ahead 1 hour to conform with +3 zone time.

##### **GETTING UNDERWAY**

0660 Commenced preparations for getting underway. Set material condition \_\_\_\_\_.

0730 Stationed the special sea detail.

##### **SEA/WEATHER**

1130 Visibility decreased to 1 mile because of (fog) (heavy rain). Commenced sounding fog signals and stationed (extra lookouts) (lookouts in the eyes of the ship). Winds southeast 25 knots. Sea southeast 8 feet and increasing.

1212 Visibility increased to 5 miles. Ceased sounding fog signals.

**NOTE:** Entry for commencement and cessation of sounding fog signals must always be made.

#### **PERSONNEL**

##### **ABSENTEES**

0800 Mustered the crew (at quarters) (at foul weather parade) (on stations) (at quarters for captain's inspection). Absentees:

(None) (No new absentees) SA Jon T. BOATE, USN, 111-11-1111, absent without authority from muster (FN Able B. SEAMAN, USN, 222-22-2222, UA since 0700 this date).

**NOTE:** There is no legal distinction between absence over leave and absent without leave. All are logged as unauthorized absence or UA. In the case of a person's continued absence, the initial entry indicating absence or UA will suffice until the person returns, is declared a deserter, or is otherwise transferred or detached from the ship.

0900 A systematic search of the entire ship for SA Jon T. BOATE, USN, 111-11-1111, who missed 0800 muster, disclosed that (he was not on board) (he was found to be sleeping in BOSN's Locker Comp. A-301-A).

1000 NAVSTA, Charleston, Va., 051600Z JAN 91 reports that BTFN Jane B. DOE, USN, 333-33-3333, UA since 0800, 15 December 1990; returned to naval custody and being held at that station pending disposition of charges.

**NOTE:** Such an entry reflects that an absentee has returned to naval jurisdiction.

##### **ABSENTEES, RETURN OF**

2200 PN3 Floss A. BRUSH, USNR, 444-44-4444 (returned aboard) (was delivered on board by the Armed Services Police) having been UA since 0800 this date.

2300 SH3 Mary N. CHRISTMAS, USN, 555-55-5555, UA since 0700 this date, was delivered on board under guard from NAVSTA, Norfolk, Va.; accused of drunk and disorderly conduct at that station. By order of the

commanding officer, she was restricted to the limits of the ship pending disposition of charges.

### **COURT OF INQUIRY**

- 1000 The Court of Inquiry, CAPT V. PISTOL, USN, senior member, appointed by COMNAVSURFPAC ltr 3100, serial 2634, of 5 January 1991, met in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111.
- 1030 The Court of Inquiry in the case of the late BM3 Jon T. BOATE, USN, 111-11-1111, adjourned to meet ashore at the scene of the death.

### **SPECIAL COURTS-MARTIAL**

- 1000 The Special Court-Martial, CDR Jane B. DOE, USN, senior member, appointed by CO USS FORRESTAL (CV 59) ltr 3100, serial 102, of 5 January 1991, met in the case of SA Jack R. FROST, USN, 999-99-9999.
- 1200 The Special Court-Martial which met in the case of SA Jack R. FROST, USN, 999-99-9999, recessed to meet again at 1300 this date.

**NOTE:** A court adjourns if it will not meet again that date; but if it is to meet again on the same date, it recesses. If known, the date and time of the next meeting are logged.

### **SUMMARY COURTS-MARTIAL**

- 0900 The Summary Court-Martial, LT F. A. BRUSH, USN, opened in the case of SA Jack R. FROST, USN, 999-99-9999.
- 1100 The Summary Court-Martial in the case of SA Jack R. FROST, USN, 999-99-9999, adjourned to await the action of the convening authority.

### **DEATHS**

- 0416 GM1 Able B. SEAMAN, USN, 888-88-8888, died on board as a result of \_\_\_\_\_.

0417

### **DESERTERS**

- 0800 Floss A. Brush, USNR, 444-44-4444, was this date declared a deserter from this ship, having been UA since 0800 1 December 1990, a period of 30 days.

### **INJURIES**

- 1035 During drill on the 5" loading machine, GMSN Paul T. BOAT, USN, 777-77-7777, suffered a compound fracture of the right foot when a drill shell fell on his foot. Injury not caused by his own misconduct. Treatment administered by the medical officer. Disposition: placed on the sick list.

### **TEMPORARY ADDITIONAL DUTY**

- 1400 Pursuant to COMNAVAIRPAC ltr, serial 104, of 5 January 1991, ENS John A. DOE, USN, 666-66-6666, left the ship for TAD with NAS Barbers Point, Hawaii.
- 1700 ENS John A. DOE, USN, 666-66-6666, having completed TAD with NAS Barbers Point, Hawaii, returned aboard and resumed his regular duties.

### **PASSENGERS**

- 1000 Mr. Water T. DOOR, Civilian Technician, embarked for transportation to GUAM, M.I. Authority: CNO msg 051120Z JAN 91.

**NOTE:** All passengers should be logged in and out.

### **PATIENTS**

- 1306 Transferred LT Mary N. CHRISTMAS to U.S. Naval Hospital, Yokosuka, Japan, for treatment. Diagnosis: \_\_\_\_\_.

**NOTE:** The names of patients transferred with expected length of absence over 30 days or when ship is sailing outside of continental U.S. waters should be logged. Diagnosis should be included, if known.



## PERSONAL EFFECTS

- 1300 Personal effects of the late GM1 Able B. SEAMAN, USN, 888-88-8888, were inventoried and forwarded to \_\_\_\_\_.

## SHORE PATROL

- 1305 Pursuant to orders of the commanding officer, PHC Jane B. DOE, USN, 123-45-6789, in charge of 17 men, left the ship to report to Senior Shore Patrol Officer, Norfolk, Va., for TAD.

## LEAVE

- 1100 COMDESRON 3 hauled down his pennant and departed on 5 days' leave.
- 1110 The commanding officer departed on 5 days' leave.
- 0700 The commanding officer returned from 5 days' leave.

**NOTE:** Flag officers and unit commanders embarked and commanding officers are the only personnel who must be logged out and in on leave.

## SHIP MOVEMENTS

- 1100 USS CANNOLI (FF 1056) got underway and stood out of the harbor.
- 1130 USS SPRUANCE (DD 963) stood into the harbor and anchored (in Berth D-3) (moored alongside Pier 4).
- 1300 USS CHARLES F. ADAMS (DDG 2) got underway from alongside this ship and anchored in Berth D-8.
- 1600 USS SEMMES (DDG 18) stood in and moored alongside (to port) outboard of USS SIERRA (AD 18).

## OTHER LOGS, RECORDS, AND REPORTS.—

Besides the ship's deck log, you will have other logs, records, and reports to keep track of or initial when they are presented to you upon completion of a specific event. Remember, when a log is presented to you for your initials, do not sign it just so that you will not be

bothered for another hour—look over the figures and see if there are any indications of problems. When you have read the log and understand it, initial or sign in the correct area. If you have questions, ask them. Do not take “that's the way it has always been,” for an answer if you suspect that there is a problem. Remember, the watch is yours and you are a representative of the commanding officer.

The following are some of the logs that you may come in contact with while standing POOW. You may receive from different departments logs in the form of hard copy reports to be forwarded to the OOD, CDO, XO, and so forth.

- Security clearance list. This is a list, signed by the commanding officer, of all the clearances of the ship's company and all authorized personnel cleared to work on your ship or unit.

- Passdown log. This log is used to pass pertinent information along to each watch stander. The log contains information on policy changes and routine items, such as liberty call times. It is useful as a reminder of out-of-the-ordinary events in the watch routine.

- Weapons custody log. This log is used primarily for logging the turnover of the weapons used by watch standers. Each weapon is signed in and out along with the correct count of ammunition turned over to each watch.

- Sounding and security log. This is a report of the readings taken by the sounding and security patrol. The log is filled out on an irregular time basis. The security patrol never makes a patrol at the same time of the hour.

- Vehicle log. This log is used to record the daily routine maintenance and use of all government vehicles. It contains a list of all authorized drivers for your ship or unit.

- Visitors log. This log contains a verified list of all visitors that are expected to arrive aboard your ship or unit. It will indicate if the visitor will need an escort or not.

Most of these logs, records, and reports are located in the quarterdeck area and are vital to the everyday functions of the ship. Some of the logs may contain the only indication that something is wrong. Be alert and look at all your logs carefully. Remember, the OOD and

ultimately your shipmates are relying on you, while you are on watch, to keep the command safe.

## Security

In recent years we have increased security in the Navy because of an upswing in terrorism and the success by some countries to obtain our secrets. It is estimated that Russia has more than 4,000 intelligence officers gathering information. These Russian officers work hard and are dedicated to obtaining our secrets and undermining our armed forces.

How can you do your share to prevent security breaches from happening within your unit? It is not an easy job. All hands have to take an active part, or the efforts are wasted. When you stand duty as the POOW, you play an important part in the security of your ship or unit. A list of personnel who are authorized to work in the various departments is kept in the quarterdeck area. These people may be shipyard personnel, civilian vendors, or even personnel attached to a repair facility.

Limiting access on a need-to-know basis is the key to security, whether aboard a ship or at a shore station. With people going and coming all the time, it is hard to keep track of them. Some people require escorts and some do not. What and who determine the rules? This decision is governed by instructions and is enforced by the OOD or the security force. The level of security of the command is determined by the sensitivity of various parts of the command and/or the state of prevention, such as sabotage, attacks by terrorists, and so forth.

It was mentioned earlier in this chapter that the quarterdeck area should be clear of extra people all the time. This effort will cut down on the opportunity for unauthorized persons to come aboard. Watch standers have the responsibility to account for all personnel who cross the quarterdeck. All persons coming aboard your unit should show proper identification. If they do not have proper identification, deny them access and contact the OOD for guidance. OPNAVINST 5510 series gives further details dealing with security.

What should you do when an unauthorized person gains entrance to your ship or unit? You should sound the proper alarm and pass the word following instructions concerning unauthorized visitors aboard your unit or ship. Remember, if you are in doubt as to whether or not to sound an alarm and pass the word, do

it. The unauthorized person may be a terrorist or an enemy agent.

There are some areas of your ship that you cannot watch; watching these areas is the job of the security patrol or roving patrol. These patrols watch for fires, out-of-the-ordinary happenings, and unauthorized personnel. If an unauthorized person is found who cannot account for being in a space or tries to leave the area, an alarm should be sounded and appropriate action taken to apprehend the person. This action is a function of the Security Alert Team (SAT) aboard your ship.

In security matters we must always be alert for things that may not look just right. Stay alert and watch for anything that may threaten the lives of your shipmates; their lives are in your hands while you are on watch.

## Small Arms and Ammunition

Weapons in the hands of inexperienced or careless persons are largely responsible for the saying, "It's always the unloaded gun that kills." A number of duty assignments in the Navy may require you to be armed with a rifle or pistol. Examples of shipboard duty assignments where you may be armed include the forecabin, fantail, and pier security watches; examples of ashore assignments are base security forces and the duties of Seabee personnel. Although none of these assignments may be included in your normal watch standing duties, you may be required to support these or other security forces at any time. That is why you must be familiar with the proper use of small arms and their safety precautions as discussed in *Basic Military Requirements*, NAVEDTRA 12018.

**WATCH STANDING WEAPON SAFETY.**—The following safety rules should never be forgotten when you are standing any kind of watch with a pistol:

1. Keep the pistol in its holster except when the watch is relieved or circumstances require you to use the pistol. NEVER engage in horseplay with any weapon—it can be deadly and always must be treated as such.
2. Never surrender your pistol to any unauthorized person.
3. The pistol normally is carried unloaded aboard ship with one or more loaded clips (magazines) in pouches attached to the pistol belt. Leave the clips in

their pouches. If the practice aboard your ship is to carry the pistol loaded, NEVER have a round in the chamber.

4. When being relieved, always unload the pistol and inspect it for a clear chamber. With the pistol pointed in a safe direction, release the slide and snap the trigger.

The use of a firearm comes under the term *deadly force*. Deadly force is that force which a person uses with the purpose of causing—or which they know, or should know, would create a substantial risk of causing—death or serious bodily harm. Its use is justified only under conditions of extreme necessity as a last resort, when all lesser means have failed or cannot reasonably be employed, and only under one or more of the following circumstances:

- Self-defense
- Defense of property involving national security
- Defense of property not involving national security but inherently dangerous to others, such as the theft of operable weapons or ammunition
- Prevention of the commission of a serious offense involving violence and threatening death or serious bodily harm
- Authorized detention, apprehension, and escape prevention of a person likely to cause death or serious bodily harm to another
- Direction by lawful order of a superior authority

Details of the above circumstances can be found in OPNAVINST 3120.32.

**WATCH-TO-WATCH WEAPONS TURN-OVER.**—Having stood your watch, it is now time to be relieved as POOW. Besides passing along all the necessary information to your relief, you now have to turn over your weapon to your relief as well. In the quarterdeck area or nearby, you should find a logbook that is used to record passing of the custody of your weapon and the ammunition provided for it to your relief. Usually there are three magazines with your pistol. Two of the magazines, each containing five rounds, are in pouches attached to the pistol belt. The third magazine is empty and is in the pistol to protect internal parts of the pistol from the weather, dirt, and

dust. Remember, a dirty weapon can jam when firing and cause serious injury to you.

If the pistol has a lanyard attached to it, keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief. This effort prevents the pistol from being dropped and damaged. Verify the serial number of the pistol with your relief. Also count the ammunition by looking at the side of the magazine where there are small openings to make sure that all the rounds are there. If there are five rounds in a magazine, you will see the brass casing of the bullet in the third opening from the bottom of the magazine.

## Drills and Emergencies

In the Navy you have been taught that training pays off. The more you train, the better you perform. The same is true with drills. Drills are held for only one reason and that is to be prepared in a real situation. Proper damage control training has made the difference between winning and losing battles on several occasions.

As a petty officer you will be assigned greater responsibility within the damage control (DC) organization. You may be assigned duties as a division damage control petty officer (DCPO), which is covered in chapter 6, or in any other position in DC. You may be called on to assist in training assigned personnel. As a trainer, you must ensure that your trainees are capable and ready to respond should damage occur. All damage control personnel must know how to apply the correct principles and use the materials available in the most effective way possible. That knowledge can be gained only through education, training, and actual practice.

Injury or incapacity of one individual should not significantly reduce the effectiveness of any damage control function. For example, repair party personnel must be “jacks-of-all-trades.” They should be able to do each other's jobs, and this can be done only by cross training in each other's skills. In an emergency, widespread capability may be needed to save a ship.

## Safety Precautions

As mentioned earlier, your duties as the POOW are many and varied. One of your most important jobs is safety. Safety is not yours alone, but a responsibility of all hands. The greatest killer of our people is a disregard for safety when doing a task. As you perform your duties, you should watch for violations of safety rules. When you notice a safety violation being committed, you should remain calm and explain to the violator what is being done wrong and how to correct the situation. Next you want to discuss the matter with the supervisor of the working party. It is that person's responsibility to ensure that all safety standards are being adhered to on the job, no matter how large or small the job may be.

Every ship in the Navy has certain safety devices to protect you and your shipmates. Two examples are the small grounding strap on a piece of electrical equipment on the quarterdeck and the lifelines that surround the main deck area.

While on watch if you notice frayed wires on equipment, painted grounding straps on gear, or any other unsafe area, notify someone immediately so that the situation can be corrected and the hazard removed.

Even routine jobs, such as loading stores with a crane, require a great deal of attention to safety. The store's loading party on the main deck, as well as the party on the pier, must wear safety helmets at all times.

Another area subject to high risk is the eyes. If you see Sailors scaling paint without eye protection, stop and have them put on safety glasses or a face shield. It is for their own protection. As was mentioned earlier, safety is an all hands responsibility. Be safety minded at all times. If you see a problem, correct it immediately before it is too late.

## Honors and Ceremonies

The U.S. Navy is rich in tradition and pride. While standing POOW, you are a part of that tradition.

This section will help you to better understand the many honors and ceremonies in which you will be involved. You will need to know about various flags, pennants and side honors.

**FLAGS AND PENNANTS.**—While on watch as POOW, you should be alert for the display of significant flags and pennants from other ships and flag displays on boats. The Navy uses many different flags and pennants to identify persons, ships, and events and to communicate information to others. You are probably familiar with many of them.

Do you know the conditions under which our flag is displayed in a small boat? Is any flag or pennant flown superior to the national ensign? How do you know when an officer of flag rank is embarked in a boat? If you do not know the answers to these questions, you should review the material in *Basic Military Requirements*, NAVEDTRA 12018.

**SIDE HONORS.**—Side honors, rendered to officers and officials boarding and departing the ship, are part of the honors stipulated for an official visit. The honors consist of parading the proper number of side boys and piping the side by the honors boatswain's mate. Officers appropriate to the occasion also attend the side. Side boys are not paraded on Sunday or on other days between sunset and 0800 or during meal hours of the crew, general drills and evolutions, and periods of regular overhaul, except in honor of civil officials and foreign officers. Then side boys may be paraded at any time during daylight hours. Side boys are paraded only for scheduled (official) visits.

The term *official* means a formal visit of courtesy requiring special honors and ceremonies. An informal visit of courtesy requiring no special ceremonies is a *call*.

**Honors for Official Visits.**—The honors specified for an official visit are rendered on arrival as follows:

1. When the rail is manned, personnel are spaced uniformly at the rail on each weather deck, facing outboard.
2. The command "Attention" is sounded as the visitor's boat or vehicle approaches the ship.
3. If a gun salute is prescribed on arrival, it is fired as the visitor approaches and is still clear of the side. The proper flag or pennant is broken on the first gun and hauled down on the last gun except when it is to be flown for the duration of the visit. Other ships firing a

concurrent salute also haul down, on the last gun, the flag or pennant displayed in honor of the visitor.

If the ship visited is moored to the pier in such a position that it is impractical to render the gun salute before arrival on board, the salute is rendered—provided local regulations do not forbid gun salutes—after the official arrives on board and the commanding officer is sure that the dignitary and party are moved to a position in the ship that is well clear of the saluting battery.

4. The boat or vehicle is piped as it comes alongside.

5. The visitor is piped over the side; and all persons on the quarterdeck salute and the guard presents arms until the termination of the pipe, flourishes, music, or gun salute, depending on which is rendered last.

6. If the gun salute is not prescribed on arrival and a flag or pennant is to be displayed during the visit, it is broken at the start of the pipe.

7. The piping of the side, the ruffles and flourishes, and the music are executed in the order named. In the absence of a band, “To the Colors” is sounded on the bugle, instead of the national anthem, when required.

8. The visitor, if entitled to 11 guns or more, is invited to inspect the guard upon completion of the gun salute or is given such other honors as may be accorded.

On departure, the honors prescribed for an official visit are as follows:

1. The rail is manned, if required.

2. The command “Attention” is sounded as the visitor arrives on the quarterdeck.

3. When the visitor is ready to leave the ship, the guard presents arms, all persons on the quarterdeck salute, and ruffles and flourishes, followed by music, is sounded. The visitor then is piped over the side. The salute and present arms terminates with the call. If no gun salute is fired, the flag or pennant displayed in honor of the visitor is hauled down.

4. The boat or vehicle is piped away from the side.

5. If a gun salute is directed upon departure, it is fired when the visitor is clear of the side. If a flag or pennant is displayed in honor of the visitor, it is hauled down with the last gun of the salute.

When possible, the same honors and ceremonies are rendered for an official visit to a naval station.

**Side Boys.**—*Sides boys* is a traditional term which is used for male and female members of this detail. As mentioned earlier in this chapter, the first impression a visitor gets of your ship or unit is that of the quarterdeck area. When side honors are rendered, side boys are usually posted. They always should appear sharp and squared away. Their uniforms should be immaculate, and their hair should be well trimmed. They must be properly trained to perform their duties. If they are not properly trained, it will reflect negatively on all concerned.

## Special Evolutions

Special evolutions involve many out of the normal routine events that may occur aboard ship. The following are some of these special evolutions:

- Weapons handling
- Hazards of electromagnetic radiation to ordnance (HERO) restrictions
- Diving operations
- Man aloft
- Refueling and defueling
- Working over the side

When you are standing POOW duties, you will be responsible for knowing the flags and pennants associated with each of the special evolutions. You also should be aware of any special rules and regulations that pertain to each event.

Details concerning each of the evolutions listed, and others, can be found in the local Senior Officer Present Afloat (SOPA) regulations.

## Weather

To seafarers the state of the weather is of greater importance than it is to most people ashore. The elements affect us all at one time or another. They can be very pleasant or they can be devastating for all concerned. As the POOW you will have to know something about weather. Accurate weather forecasting may not be as vital today as it was in the days of sailing ships. However situations still arise when the safety of the ship and the lives of the crew depend upon the accurate reporting of and reacting to an approaching storm.

In addition to helping you learn about the heavy weather bill, this section will present some of the POOW responsibilities concerning weather.

**HEAVY WEATHER BILL.**—There is no weather bill to follow if the weather is nonthreatening. As the petty officer of the watch, you may be required to keep the weather log at the quarterdeck area. If you notice that the barometer has fallen .04 inch or more in 1 hour, notify the officer of the deck, as this is the first indication of an approaching storm. Most of our weather information today comes from local sources, and they tell us of approaching storms.

The heavy weather bill will be placed in effect during periods of actual or forecasted high wind and seas, hurricanes, typhoons, tidal waves, and so forth. To be effective, you must take the steps contained in the bill before heavy weather commences. You will probably be called upon to help the officer of the deck implement the heavy weather bill.

You may be assisting the ODD with some of the following responsibilities:

- Keeping informed of the weather condition in effect and ensuring that proper preparations are being taken
- Stationing personnel to tend lines as appropriate
- Requesting tugs to clear any ships from alongside
- Ensuring that all service lines not actually required are removed from the ship

- Keeping the captain, executive officer, and command duty officer informed of the status of preparations to get under way or cope with the storm if the ship is to remain in port

- If expecting a tidal wave (tsunami), having additional mooring lines run out making sure considerable slack is left in regular mooring lines; if necessary, having fenders placed between the ship and the pier

More information concerning the heavy weather bill can be found in *Standard Organization and Regulations of the U.S. Navy*.

**ADDITIONAL WEATHER-RELATED RESPONSIBILITIES.**—In addition to the assistance you may provide during heavy weather, you will have other POOW responsibilities concerning weather. Some of those responsibilities are the measuring of temperature, atmospheric pressure, and wind speed. You also must have a working knowledge concerning weather flags and pennants.

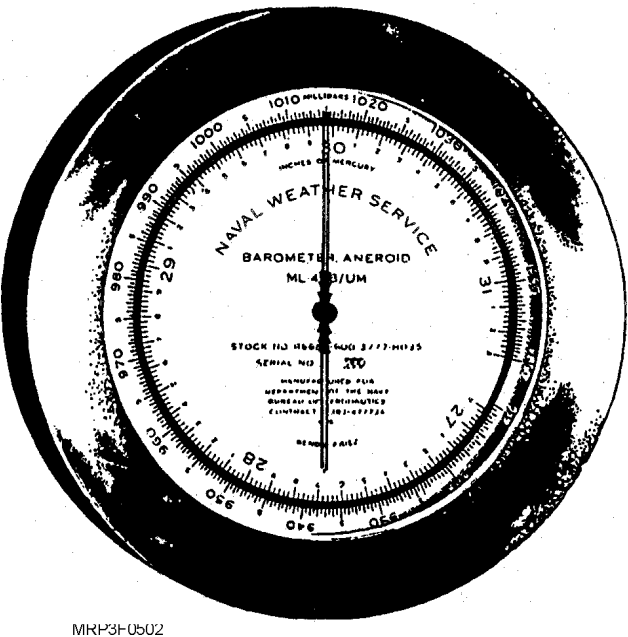
**Measuring Temperature.**—You probably don't need to be told that a thermometer is an instrument for measuring temperature. The ship's thermometer is usually located on the bridge, but on some small ships it is located near the quarterdeck area. Most Navy thermometers are liquid-filled and practically all of them use the Fahrenheit (°F) scale which is based on the freezing point of water being 32°F and the boiling point being 212°F.

A thermometer must be read properly for you to obtain an accurate result. First, if you must handle it, be sure that you do not touch the lower part of the glass containing the liquid. The heat from your body can affect the height of the liquid column and give an erroneous temperature reading. Make sure that the top of the column is level with your eyes; otherwise, you will be reading a higher or lower graduation than the one actually indicated.

Another weather device that you must use to forecast the approach of a storm is the barometer.

**Measuring Barometric Pressure.**—The aneroid barometer, as shown in figure 5-2, contains a small metallic cell, called a Sylphon cell, which encloses a partial vacuum. As atmospheric pressure increases, the

Sylphon cell contracts; as pressure decreases, it expands. As the Sylphon cell expands and contracts, it communicates motion to an indicating pointer on a graduated scale.

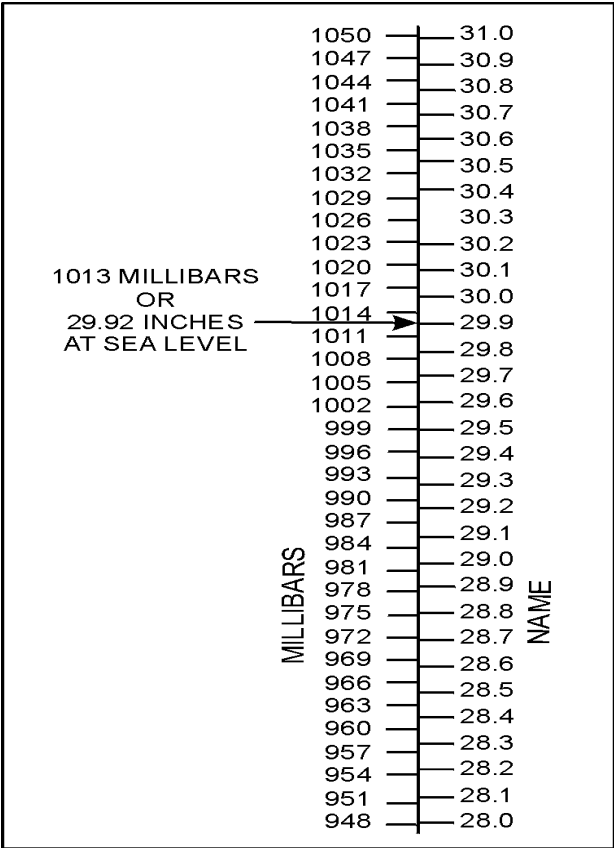


MRP3F0502

Figure 5-2.—Aneroid barometer.

The aneroid barometer can be read in inches of mercury and in millibars (mb). Both inches and millibars are measurements of the weight of the atmosphere at a given time and point. The average atmospheric pressure at sea level is 29.92 inches or 1,013.2 millibars. Figure 5-3 shows the comparative readings on the inch and millibar scales.

The aneroid barometer normally can be read no closer than 0.01 inch. Aneroid barometers are the standard pressure-indicating instrument aboard ship and the type of barometer that the POOW will encounter most frequently. Barometers are normally checked (calibrated) yearly by the quartermaster division, following the preventive maintenance system (PMS) procedures. Another important forecasting tool is the wind speed and direction indicator.



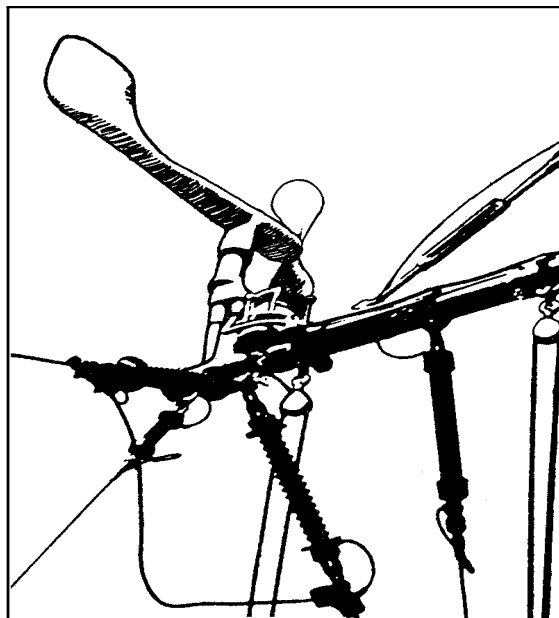
MRP3F0503

Figure 5-3.—Inches and millibars.

**Measuring Wind Speed and Direction.**—An installed anemometer is shown in figure 5-4. It is an instrument fixed somewhere aloft, usually at the masthead of the ship. The wind blows on a propeller attached to one end of a wind vane that pivots. The whirling propeller revolves a spindle, communicating with a synchro repeater on the pilothouse or chart house bulkhead. Figure 5-5 shows one type of synchro repeater.

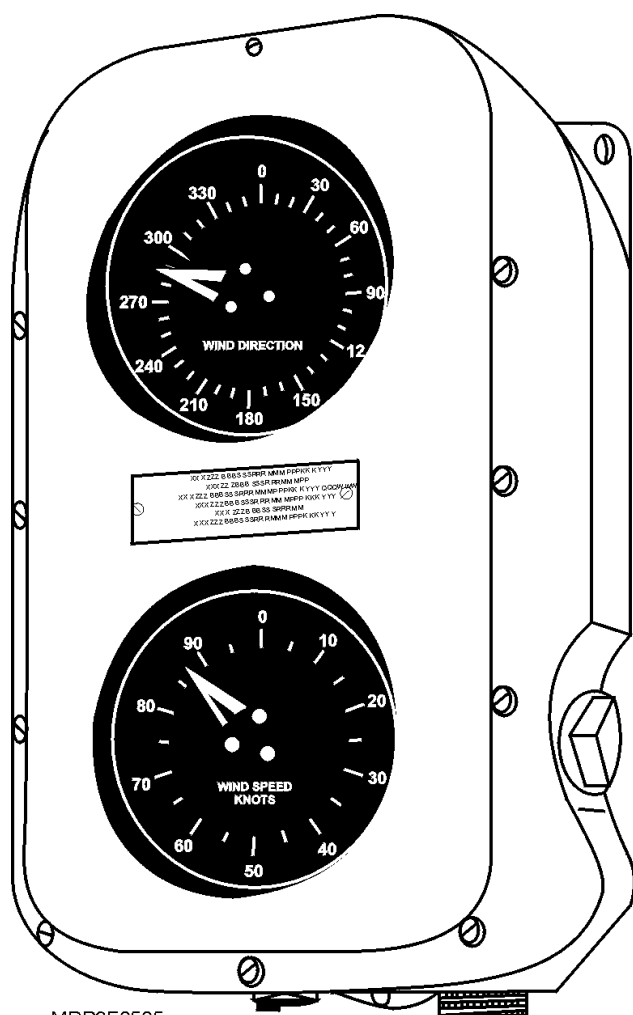
The upper dial of the repeater is graduated in 10-degree intervals and shows the relative direction from which the wind is blowing. In this illustration the direction is about 287°. The lower dial indicates the relative wind speed (true wind speed when the ship is stationary). The wind-speed dial in the illustration shows about 87 knots. This reading means that the force exerted by 87 knots of wind is whirling the anemometer propeller.

When you use an installed anemometer, always compare the readings observed with the wind conditions as they appear outside. If two anemometers are installed, ensure that the windward anemometer is used.



MRP3F0504

Figure 5-4.—An installed anemometer.



MRP3F0505

Figure 5-5.—Synchro repeater showing relative wind velocity and direction.

**United States Storm Warning Signals.**—The combinations of flags and pennants, as shown in figure 5-6, are hoisted at the National Weather Service and other shore stations in the United States to indicate the presence or future presence of unfavorable winds. The means of the various displays are as follows:

- Small craft warning: One red pennant displayed by day and a red light over a white light at night to indicate that winds up to 38 miles per hour (33 knots) and/or sea conditions dangerous to small craft operations are forecast for the area.
- Gale warning: Two red pennants displayed by day and a white light above a red light at night to indicate that winds ranging from 39 to 54 miles per hour (34 to 47 knots) are forecast for the area.
- Storm warning: One square red flag with a black center displayed during daytime and two vertical red lights at night to indicate that winds 55 miles per hour (48 knots) and above, no matter how high the speed, are forecast for the area. If the winds are associated with a tropical cyclone (hurricane), the storm-warning display indicates that winds within the range of 55 to 73 miles per hour (48 to 63 knots) are forecast.
- Hurricane warning (displayed only in connection with a tropical cyclone or hurricane): Two square red flags with black centers displayed at daytime and a white light between two vertical red lights at night to indicate that winds 74 miles per hour (64 knots) and above are forecast for the area.

Timely and accurate weather observations are basic to the development of meteorological and oceanographic forecasts in support of fleet operations. Since the U.S. Navy may be committed to operations anywhere in the world, total global observations of meteorological and oceanographic conditions are required. Ships in port are required to make regular weather observations and to report by electronic means unless there is a nearby U.S. manned weather-reporting activity. In-port weather observations and reports of guard ship arrangements may be used for groups of ships at the discretion of the senior officer present. In such instances, the weather logs of exempted ships should bear a notation of the guard ship(s) and effective dates and times. Table 5-1 provides the minimum requirements for reporting weather observations by Navy ships.



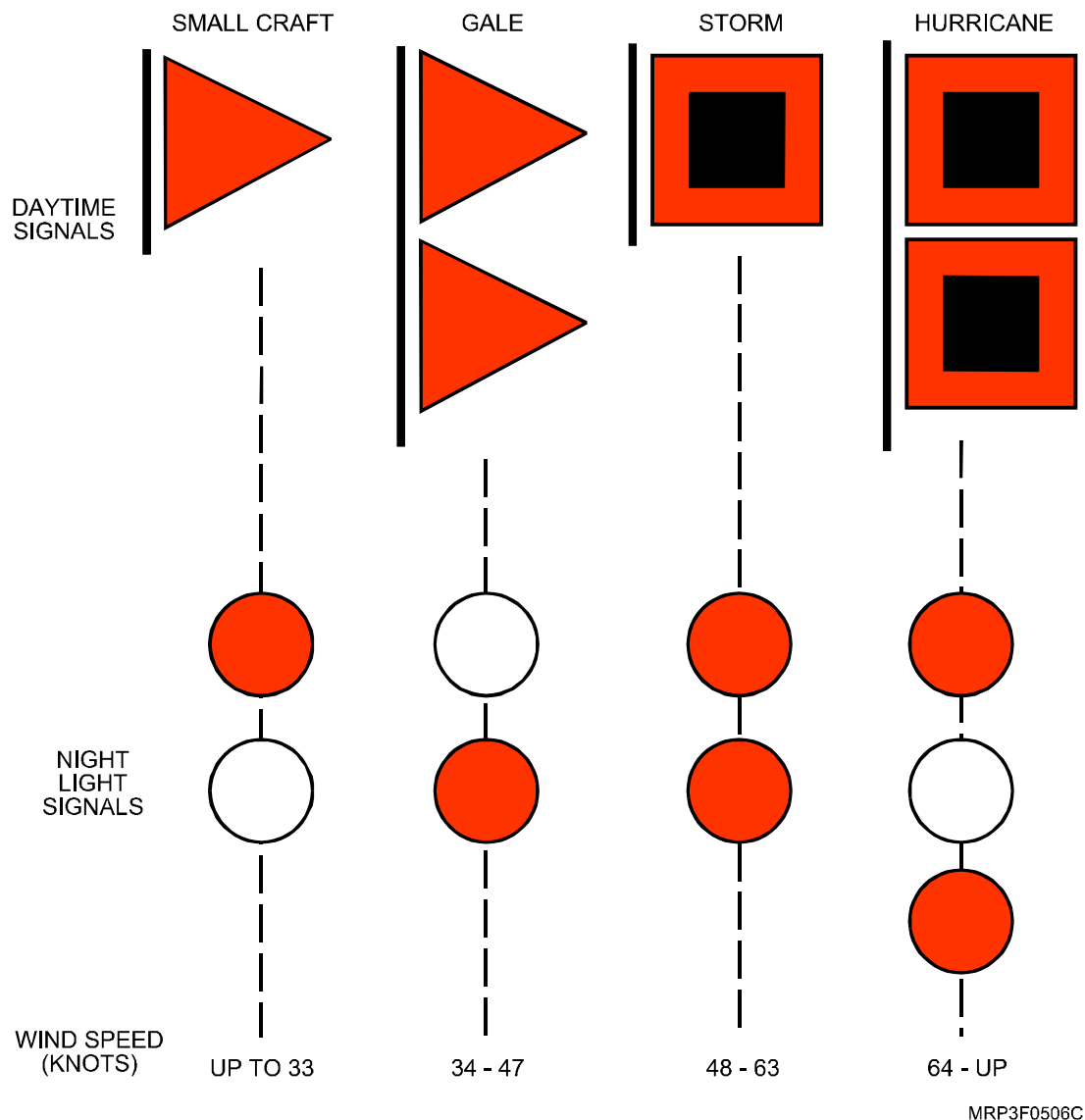


Figure 5-6.—Small craft, gale, storm, and hurricane warnings.

Table 5-1.—Requirement for Surface Weather Observation by Ships

LATITUDES	SURFACE WIND SPEED (kts)	TIMES (GMT) FROM 0000Z	PRECEDENCE
All Latitudes	0-33	every 6 hours	Priority
	34 and greater	every 3 hours	Immediate

Not all Navy ships make weather observations. Ships in port usually receive local weather messages that are sent out at various times to all commands. Weather messages usually contain the latest information compiled using U.S. weather satellites. They can show the approach of storms long before they reach your area. As a POOW you may not have to make weather readings or

log weather information; but, at the approach of a storm, you may have to go to the bridge and record weather information for the OOD. If you ever have any questions about weather reporting, you should always consult the duty quartermaster, as that knowledge is a part of the quartermaster rating.

## Environmental Protection

What does environmental protection mean? It is the protecting of our planet from pollution. How is pollution caused? It is caused by the changes in chemical, physical, or biological conditions in the environment that harmfully affect the quality of human life. Pollution also affects animal and plant life and can even destroy well-developed cultures. Records of pollution date as far back as the ancient city of Troy. As early as 1273, the first smoke abatement law was passed in England. It is said that in 1306 a man was executed in London for breaking the law against burning coal. By the 1850s our country already was suffering from pollution associated with the industrial revolution. In the Chicago Sanitary and Ship Canal the scum was so thick in places that a person could walk on the water.

Today we can no longer breathe clean air in most large cities, and we can no longer see the bottom of the harbor in most ports. However, we have brought this problem on ourselves. The Navy is very strict about pollution. Naval personnel have received disciplinary action for pumping pollutants into a harbor or river.

As the POOW, you should be concerned with pollution of all kinds. While on watch, take note of any vessel, civilian or Navy, including your own, that is polluting the harbor or river. If you notice anyone polluting, notify the OOD, who will, in turn, take proper action and notify the responsible personnel. Anytime polluting is noted, be sure to log all the facts, times, and actions taken. Keeping our planet healthy is the job of all of us and not just a few concerned people. Although it is everyone's responsibility to prevent pollution, you are especially responsible while on watch.

When an oil or sewage spill occurs, you must make sure the spill is cleaned up and that the immediate commander or your commanding officer is informed. This notification usually results in an investigation of how and why the spill occurred and instructions for measures to be taken to ensure it does not happen again.

If there is a pollution spill, the area must be cordoned off to contain the spill and prevent it from spreading any further. If need be, chemicals that are nonhazardous to the environment will be added to the spill area to break up the spill. Often small craft designed for spill cleanups will aid in the cleanup.

## Rules of the Road

The petty officer of the watch must know the rules of the road. This section will cover only what you need to know when your ship is moored to a pier or buoy or anchored in a harbor.

**MOORED.**—When your vessel is moored to a pier or buoy, it is normally highly visible and safe from a collision with another vessel during daylight hours. However, special precautions must be taken after sunset. You will be required to make sure the anchor lights and the aircraft warning lights are turned on at sunset and turned off at sunrise. The control box for these functions is located on the bridge. The duty quartermaster normally will have the proper light combinations set up on the control box. All that you have to do is turn a master switch on or off. Be sure to test all your lights 30 minutes before sunset to see if they are working properly. If not, you will have enough time to take corrective action. Remember that the lights go on at the first note of colors at sunset and off at sunrise. Red aircraft warning lights are normally located atop the mast. The anchor lights are normally located in the bow on top of the jack staff and in the stern atop the flagstaff. They shine completely around the horizon, a full 360°, and must be visible on a clear night for a distance of 3 nautical miles. Remember, all lights must be checked 30 minutes before sunset to make sure they are working properly.

**ANCHORED.**—When your ship is at anchor, you must be extremely alert. Other ships moving about the harbor can see your ship during the day, but how do they know you are at anchor? They are alerted by an anchor ball displayed in the forward part of your ship. The ball is black in color and a minimum of 2 feet in diameter. In addition, the ensign and union jack are flown during the day. The duty Quartermaster checks to make sure your ship is anchored securely. In addition to the duty Quartermaster, the anchor watch regularly reports the conditions, such as tension, status, and so forth, to the OOD.

When your ship is at anchor in a fog, the proper fog signals must be sounded to let other ships know you are in the area. The anchor lights are left on during the day and the anchor ball is up. Extra sensors, such as radar, should be used to indicate the location of ships within the area. Lookouts should be posted to help prevent a

collision. In other words, when a ship is at anchor, care must be taken to protect the ship at all times. As the petty officer of the watch, you are an important link in protecting the ship. You will be assisting the officer of the deck as much as possible.

## Naval Organization

While standing watch as POOW, you will on many occasions be “passing the word” for official visitors to your ship or station. Words such as “COMPHIBRON FIVE, arriving” or “COMDESGRU TWO, departing” are examples of the proper way to announce arrivals or departures. You will need to know the names and abbreviations and be aware of the missions of major commands within the Department of the Navy. On many quarterdecks there are pictures of members of the chain of command (COC) and any other COC or officials deployed at that command. You should become familiar with them for sight recognition.

**DEPARTMENT OF THE NAVY.**—The Department of the Navy (DoN) is headed by a civilian—the Secretary of the Navy (SECNAV). The DoN has two main objectives. The first objective is to organize, train, equip, prepare, and maintain the readiness of the Navy and Marine Corps forces to perform military missions. These forces carry out military missions as directed by the President or the Secretary of Defense (SECDEF). The second objective is to support the Navy and Marine Corps forces as well as the forces of other military departments. The DoN supports these forces as directed by SECDEF.

**CHIEF OF NAVAL OPERATIONS.**—Chief of Naval Operations (CNO), under the direction of SECNAV, exercises command over the operating forces and shore activities of the Navy.

**THE OPERATING FORCES.**—The operating forces of the Navy are combat or combat-support oriented. Combatant and certain supporting forces are assigned to the commander of a unified or specified command. Unified or specified commands can consist of other DoD service members, foreign military personnel, and components from the following:

- Fleet Marine forces
- Naval air forces
- Naval surface forces
- Submarine forces
- Training commands

Fleet Marine forces are under the administrative control of the Commandant of the Marine Corps. These forces operate, as do other types of commands, under their respective fleet commander in chief.

The operating forces’ commanders and commanders in chief (CINCs) have dual chains of command. Administratively, they report to the CNO to provide, train, and equip naval forces. Operationally, as naval forces, they report to the appropriate unified commander in chief. The units of a fleet also have dual chains of command. As units enter an area of responsibility for a particular Navy CINC, they are operationally assigned to the appropriate numbered fleet. Ships provided by Type Commanders make up the operational (numbered) fleets. The Pacific Fleet includes the Third and Seventh Fleets, the Atlantic Fleet has the Second Fleet, the Fifth Fleet is under the U. S. Naval Forces Central Command, and Naval Forces Europe mainly consists of the Sixth Fleet. The Navy units also have an administrative chain of command in which the various ships report to the appropriate forward-area commanders, known as Type Commanders.

For example, administratively a destroyer may belong to a squadron (DESRON) that is part of a cruiser-destroyer group (CRUDESGRU). CRUDESGRU, in turn, is part of the surface force (SURFLANT) that reports to the Commander in Chief, Atlantic Fleet (CINCLANTFLT). Operationally the same destroyer may be deployed as part of a task element, unit, group, and force that are part of the Seventh Fleet answering to CINCPACFLT.

A *task force* (TF) is a subdivision of a *fleet*. Sometimes a fleet is large enough and its duties are extensive enough to require division into many TFs. When that happens, the TFs become part of groupings

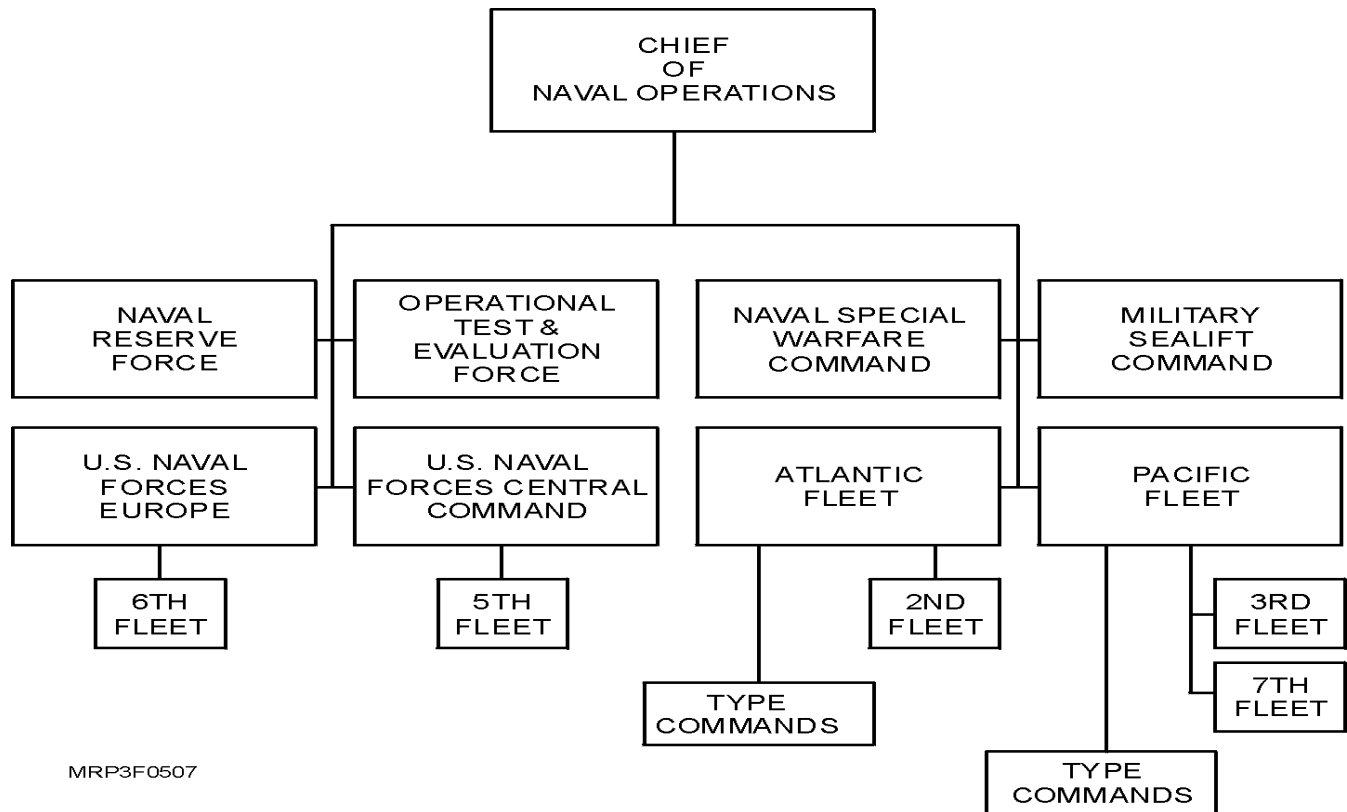


Figure 5-7.—DoN organization—operating forces.

called *task fleets*. A *task force* (TF) is composed of several types of ships according to operational necessity. Thus a TF may include battleships, aircraft carriers, cruisers, amphibious craft, and auxiliary vessels, such as tenders or supply ships. The division of a TF creates *task groups*. Task groups have numbers corresponding to the particular TF of which they are a part. For instance, if TF 77 has a task group assigned to reconnaissance, its set number will be TG 77.3. Task groups may be subdivided even further into *task units* and *task elements*. For example, TU 77.3.1 is Task Unit 1 of Task Group 3 of Task Force 7 of the Seventh Fleet.

The operating forces carry out naval operations needed to support the DoN's role in upholding and advancing the national policies and interests of the United States. The major operating forces are shown in figure 5-7. Each has an area of responsibility and mission, some unique, some are shared as explained below.

**Naval Reserve Force.**—Commander, Naval Reserve Force (NAVRESFOR) provides mission-capable units and individuals to the Navy, Marine Corps team throughout the full range of operations from peace

to war. The Naval Reserve Force, numbering over 728,000 men and women, consists of the Ready Reserve, the Standby Reserve, and the Retired Reserve. The “Ready Reserve” is made up of “Selected Reserve” personnel and “Individual Ready Reserve” (IRR) personnel. The Selected Reserve (SELRES) is the Navy's primary source of immediate mobilization manpower. SELRES represents those reservists who are paid either as weekend drillers or who serve in full-time support on active-duty status as Temporary Active Reserves (TAR) in the training and administration of the Naval Reserve Force program.

**Operation Test and Evaluation Force.**—Commander, Navy Operational Test and Evaluation Force (COMOPTEVFOR) provides an independent and objective evaluation of the operational effectiveness and suitability of aviation, surface, subsurface, cryptologic, and space systems.

**Naval Special Warfare Command.**—Commander, Naval Special Warfare Command (COMNAVSPECWARCOM) prepares forces to carry out maritime special operations missions. The command

develops special operation doctrine, strategy, and tactics in support of naval operations.

**Military Sealift Command.**—Commander, Military Sealift Command (COMSC) is operated by the Navy for all armed services. The command consists of ships, tankers, and commercial vessels manned by civil service and contract personnel. The prime mission of COMSC is to provide immediate sealift capability in an emergency. The ships of this command transport service personnel, their dependents, combat troops, and material throughout the world.

**U.S. Naval Forces Europe.**—Commander in Chief, U. S. Naval Forces Europe (CINUSNAVEUR) consists of forces assigned by CNO or made available from either the Pacific or Atlantic Fleet to operate in the European theater.

**U.S. Naval Forces Central Command.**—Commander, U. S. Naval Forces Central Command (COMUSNAVCENTCOM) consists of forces assigned from other major operating forces including certain Marine Corps detachments. The area of responsibility as of June 1998 is the Arabian Gulf and most of the Middle East.

**Atlantic Fleet.**—Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) provides interoperable, trained and combat-ready naval forces to the Atlantic theater and other U.S. unified commanders. The Atlantic fleet is composed of ships, submarines, and aircraft operating throughout the Atlantic Ocean and the Mediterranean Sea.

**Pacific Fleet.**—Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) provides interoperable, trained and combat-ready naval forces to the Pacific theater and other U.S. unified commanders. The U.S. Navy's Pacific Fleet covers more than 50% of the earth's surface—encompassing just over 100 million square miles. Each day, Pacific Fleet ships are at sea in the Pacific, Indian, and Arctic Oceans, from the West Coast of the U.S. to the Arabian Gulf. CINCPACFLT keeps the sea-lanes open, deters aggression, provides regional stability, and supports humanitarian relief activities.

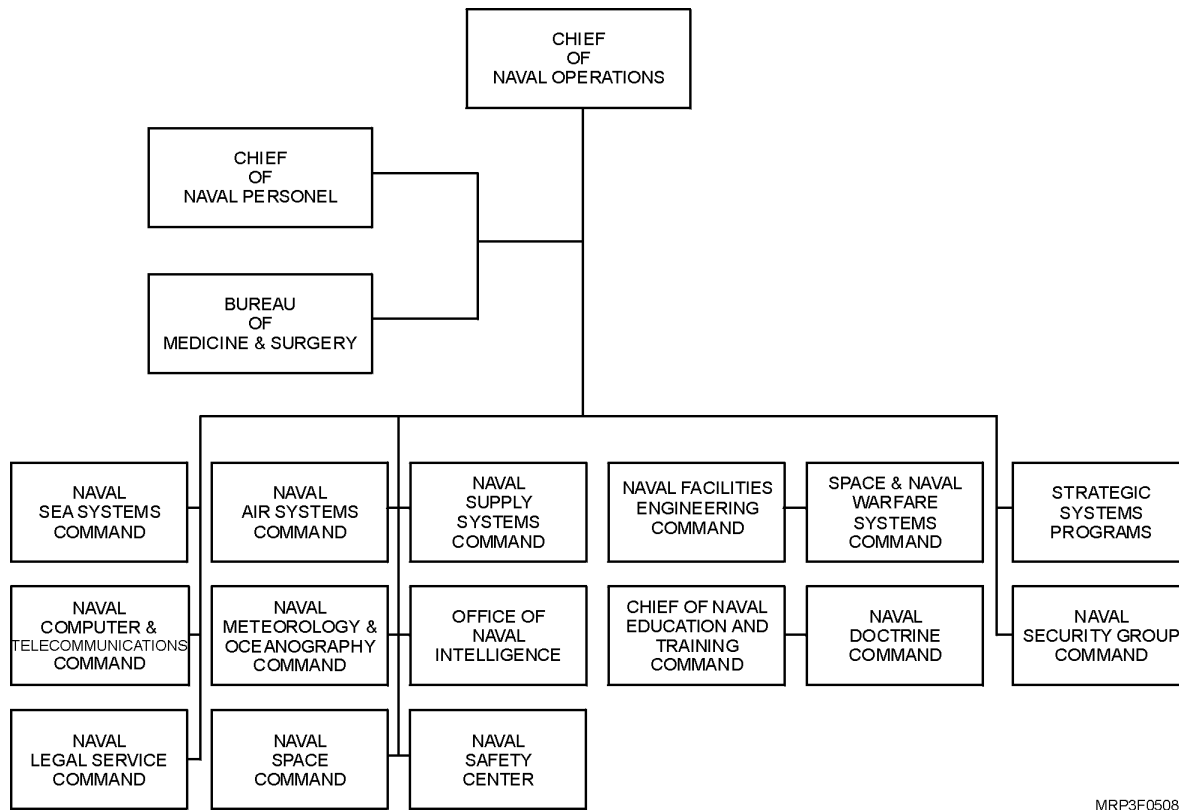
**THE SHORE ESTABLISHMENT.**—The shore establishment provides support to the operating forces (known as “the fleet”). This support includes facilities for the repair of machinery and electronics;

communications centers; training areas and simulators; ship and aircraft repair; intelligence and meteorological support; storage areas for repair parts, fuel, and munitions; medical and dental facilities; and air bases. This section discusses the major shore commands responsible for training, supplying, maintaining, and supporting the operating forces. These major shore commands are shown in figure 5-8. The mission of the shore commands is to deliver material, services, and personnel to the fleet. Shore commands answer directly to CNO to carry out their missions.

**Chief of Naval Personnel.**—Chief of Naval Personnel (CHNAVPERS) plans and directs the procurement, distribution, administration, and career motivation of Navy personnel through the administration of the Navy Personnel Command (NAVPERSCOM). CHNAVPERS plans the amount of education and training needed by Navy personnel, including that of the Naval Reserve, to meet manpower requirements determined by CNO. CHNAVPERS additionally has the responsibility to develop, implement, and administer service-wide programs for improved human relations.

**Bureau of Medicine and Surgery.**—Chief, Bureau of Medicine and Surgery (BUMED) directs the provision of medical and dental services for authorized personnel within assigned geographic and mission-specific commands. BUMED makes sure health care program policies are maintained and carried out. It also maintains all assigned activities in a proper state of readiness to fulfill assigned peacetime and contingency missions.

**Naval Sea Systems Command.**—Commander, Naval Sea Systems Command (COMNAVSEASYS COM or NAVSEA) researches, develops, procures, and furnishes logistic support and other material functions. The command carries out these functions for ships and craft, shipboard weapons systems and expendable ordnance, and air-launched mines and torpedoes. This command also is responsible for the above functions in shipboard systems and components; some of these are propulsion (including nuclear), power generation, sonar, search radar, and auxiliary equipment. NAVSEA is responsible for ship system integration and for coordination of logistic support. NAVSEA has central authority for ship and nuclear power safety; for



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Figure 5-8.—DoN organization—shore establishment.

explosives, propellants, and actuating parts; and for explosive safety and explosive ordnance disposal. This command also provides technical and material support for diving and for salvage of stranded and sunken ships, craft, aircraft, and other objects. NAVSEA also coordinates shipbuilding conversion and repair in the Navy and DoD.

**Naval Air Systems Command.**—Commander, Naval Air Systems Command (COMNAVAIRSYSCOM or NAVAIR) is responsible for research, development, test, evaluation, procurement, and logistic support in several areas. These areas include Navy and Marine Corps aircraft, air-launched weapons, and other aviation-related equipment. This command manages target ranges and test facilities in support of these needs.

**Naval Supply Systems Command.**—Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM or NAVSUP) develops supply management policies and methods. NAVSUP also controls the Naval Supply System, publications and printing, the resale program, the Navy Stock Fund, and field purchasing services. NAVSUP provides material support for materials handling, food service equipment,

and special clothing. It provides accounting support to Navy activities as assigned and is responsible for transportation of Navy property.

**Naval Facilities Engineering Command.**—Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM or NAVFAC) plans, designs, develops, procures, constructs, alters, estimates costs, and inspects. The command is responsible for these functions as they relate to public works, public utilities, construction, transportation, and weight-handling equipment at all shore activities. NAVFAC acquires and disposes of real estate for the Navy and manages Navy family housing. It directs the repair and upkeep of all public works, public utilities, and housing of the Navy. NAVFAC supports fleet construction forces and provides material support of nuclear power plants, shore and construction equipment, cranes, and fixed ocean structures. In addition, this command provides technical management of shore facility maintenance, environmental protection, natural resource conservation, and fire protection.

**Space and Naval Warfare Systems Command.**—Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM or SPAWAR)

researches, develops, tests, evaluates, and procures airborne and shipboard electronics. The command's functions involve space systems; command, control, and communications; electronic warfare; navigation; countermeasures; surveillance; air traffic control; and cryptography for naval battle forces. COMSPAWARSSYSCOM is the Navy's central authority for electronics standards, technology, and compatibility.

**Strategic Systems Programs.**—Director, Strategic Systems Program (DIRSSP) provides for the development, production, and material support for fleet ballistic missile and strategic weapon systems. This support includes the missiles, platforms, and associated equipment; security; training of personnel; and the installation and direction of necessary supporting facilities.

**Naval Computer and Telecommunications Command.**—Commander, Naval Computer and Telecommunications Command's (COMNAVCOMTELCOM) mission is to organize, train, and equip computer and telecommunications activities. These activities provide quality information systems and services to the fleet, support commands, and higher authority as well as manage, process, and transfer information for command, control, and administration of the Navy.

**Naval Meteorology and Oceanography Command.**—Commander, Naval Meteorology and Oceanography Command's (COMNAVMETOCCOM) mission is to collect, interpret, and apply atmospheric and oceanic data and information for safety at sea; strategic and tactical warfare; and weapons system design, development and deployment. The command provides meteorological, oceanographic, and mapping, charting and geodesy services to increase the effectiveness of our Navy both in peacetime and in war.

**Office of Naval Intelligence.**—Director, Office of Naval Intelligence (ONI) oversees the DoN's intelligence and security requirements and responsibilities.

**Chief of Naval Education and Training Command.**—Chief of Naval Education and Training (CNET) is responsible for assigned shore-based education and training of Navy, certain Marine Corps, and other personnel. Education and training efforts support the fleet, naval shore establishment, Naval

Reserve, security assistance program, and interservice training programs. CNET also develops specific education and training afloat programs for the fleet and controls Navy support for youth programs. This command acts as the DoD agent for the Defense Activity for Nontraditional Education Support (DANTES) and executes the Navy's responsibility for dependents' education. CNET takes part in research and development activities to develop and carry out the most effective teaching and training systems and devices.

**Naval Doctrine Command.**—Commander, Naval Doctrine Command (COMNAVDOCCOM) is the primary authority for the development of naval concepts and integrated naval doctrine and is charged with development and evaluation of Navy service specific policy and strategy.

**Naval Security Group Command.**—Commander, Naval Security Group Command (COMNAVSECGRUCOM) provides, operates, and maintains an adequate naval security group. It approves requirements for the use of existing naval security group capabilities and resources and coordinates the execution of approved cryptologic programs.

**Naval Legal Service Command.**—Commander, Naval Legal Service Command (COMNAVLEGSVCCOM) administers the legal service program within the Navy and provides command direction for all Naval Legal Service Command activities and resources.

**Naval Space Command.**—Commander, Naval Space Command (COMNAVSPACECOM) provides direct space systems support to naval forces and helps prepare the naval service for larger space systems involvement. This command supports the coordinated mission and hardware development for future space activities. It commands and supports the naval space systems, including surveillance, environmental monitoring, communications, and navigation, in support of national maritime strategy.

**Naval Safety Center.**—Commander, Naval Safety Center (COMNAVSAFECEN) enhances the war-fighting capability of the Navy and Marines by arming our Sailors, marines and civilians with the knowledge they need to save lives and preserve resources. This mission is accomplished by investigating and advocating new methods, technology, and initiatives to improve the safety process and by setting naval safety policy.

The Navy is a complex organization that is constantly changing. There are numerous publications and instructions that the petty officer third class must consult to keep current. OPNAVINST 5400 series and the *United States Government Manual* printed by the Office of the Federal Register National Archives and Records Administration covers missions and functions of Navy commands. Additionally there are many government and Navy sites on the Internet which give general information regarding naval organization.

## **THE SECTION LEADER**

Each division has a duty section leader, also called a duty representative (duty rep), who is the senior petty officer. On a small ship, you as a petty officer third class may be assigned the duties of a section leader. However, depending on the size or class of ship, you may not be assigned as a section leader until you become a second class petty officer. Aboard larger ships with large sections, you may have to wait until you make first class to become a section leader. Therefore, being assigned as a section leader depends upon the size of the command and the number of personnel in your duty section.

As a section leader, you will have information to report. Always use the chain of command. During normal working hours you should report to your leading petty officer (LPO). If the LPO is a petty officer first class, he or she will, in turn, report to the leading chief petty officer (LCPO) or to the division officer. After normal working hours you report to your department duty officer, who reports to the command duty officer (CDO).

When you are assigned as a section leader, you assume additional responsibilities for the work, conduct, appearance, and welfare of the personnel in your section. Along with these additional responsibilities, you are granted additional authority to carry out your duties properly.

The section leader is the first step up the ladder of naval authority. You may be the supervisor for all the routine and special activities of the people in your section. These activities include reveille, quarters for muster, observance of the proper uniform of the day, and of items posted in the Plan of the Day or Plan of the Week. In addition, you will be responsible for the

damage control functions of your duty section after normal working hours.

When your duty section is being relieved, you should pass on to your relief any pertinent information regarding the section. This information could involve new safety hazards or cleanliness of the ship.

## **POLICE PETTY OFFICER**

Your command may have a division police petty officer (PPO). This position may be called another name such as compartment petty officer, barracks petty officer, and so forth, but the duties and responsibilities are the same. The PPO is usually a junior petty officer and is not part of the master-at-arms force. The PPO's duties encompass areas such as cleanliness of divisional berthing and stowage areas, holding reveille, maintaining silence after taps, and maintaining order. In addition to these duties, PPOs stand their regular watches and perform their normal duties. Sometimes they may be required to augment the MAA force in details such as searching the ship and provisioning for new personnel.

## **MASTER-AT-ARMS**

The chief master-at-arms (CMAA), often called the sheriff, is responsible to the executive officer for maintaining good order and discipline. Personnel of the Master-at-Arms (MA) rating usually fill this billet on larger ships. On ships not having a CMAA, a chief petty officer from another rating usually will be appointed by the commanding officer and will be assigned CMAA as a collateral duty. If you are not part of the MA rating and are assigned to the MAA force, your tour of duty usually will be 6 months.

If you are assigned as an MAA, your job will require tact, a lot of common sense, and thorough knowledge of Navy and command regulations. Remember, an MAA is much like a police officer and, as such, must be courteous and friendly and must enforce regulations without favor to anyone.



## **SHORE PATROL MISSION AND DUTIES**

During your career, you will normally have the opportunity of being assigned to shore patrol (SP) duties. SP may be for a tour of duty or it may be for 24 hours or less. Your primary mission will be to preserve order among members of the armed forces who are on leave or in a liberty status. You should always be courteous and fair and keep a cool head at all times. You will be required to give assistance and information when necessary and to apprehend or otherwise control military personnel who violate the law or regulations. The shore patrol also apprehends deserters and members of the armed services who are unauthorized absentees.

The Secretary of the Navy has delegated the authority to create a shore patrol to the naval area representatives and to the senior officer present in any area outside the continental limits of the United States. Shore patrol duties in foreign countries will vary from nation to nation according to treaties, agreements, and as directed by the senior officer present.

### **Duties within the United States**

Shore patrol units, located within the United States and its territorial possessions, are limited to the following two functions:

1. They perform court liaison functions with civilian law enforcement agencies and courts in the immediate area. Court liaison functions are limited to the provision of an official Navy point of contact for the courts, the provision of advice for individuals and local commands, and court appearances with individuals from deployed commands.

2. They receive courtesy turnovers. Courtesy turnovers are limited to those individuals whose behavior and attitude are acceptable and who desire to be returned to the custody of their parent command. Courtesy turnovers will be accepted from jails, police stations, and so forth, but not directly from police officers on the scene.

### **Duties Overseas**

The following are some of the duties of the shore patrol overseas:

- They render assistance to members of the armed forces. As a shore patrol member, you should be able to supply information on curfew, out-of-bounds areas and establishments, uniform regulations, and lodging accommodations. You also should have knowledge of transportation, recreational facilities, first-aid procedures, and the locations of hospitals or other medical treatment centers.

- They maintain good order and discipline among military personnel and apprehend all unauthorized absentees (and other offenders as necessary). As a shore patrol member, you should strive to anticipate and prevent trouble. In situations that will obviously result in disorder, take preventive measures before apprehension becomes necessary. Quiet, friendly words of advice often are sufficient to prevent a situation from getting out of hand. Above all, control your temper. If you let taunts or curses overcome your self-control, you only increase tension in a situation you are trying to prevent. Should the apprehension of an unruly person become necessary, do so as quietly and expeditiously as possible.

Do not permit yourself to become involved in an argument. You can help restore order and maintain discipline by demanding strict compliance with orders, rules, and regulations; but be tactful in exercising your authority. You also must be tactful and patient with military personnel who have had too much to drink. Some people in such a condition tend to become belligerent. If they persist in having a belligerent attitude after you have talked to them, you can cancel their liberty and send them back to their ship or station; or you can apprehend them and take them to patrol headquarters.

When apprehending unauthorized absentees, you have two courses of action (except in the case of deserters, who always must be taken to patrol headquarters). If persons present a neat and orderly appearance and furnish reasonable evidence that they are returning to their station, you should permit them to proceed. Reasonable evidence is their possession of a ticket to the proper destination, presence in a bus or railroad depot awaiting transportation, or actual presence on the train or bus. Avoid detaining the absentees to the extent that they miss their transportation. If, on the other hand, you are reasonably certain they will not, or cannot, comply with orders to return to their command, take them to patrol headquarters where arrangements will be made for their return.

- They report conditions or practices that appear prejudicial to the welfare of military personnel. The shore patrol must be alert for signs of uncleanness or violations of sanitation and fire laws by restaurants, taverns, or dance halls patronized by service personnel. If any violations are found, notify your duty officer. The shore patrol always should be on the lookout for fire hazards. Check all exits to make sure that all people in the establishment can escape in case of fire.

Remember, as a shore patrol member, you are concerned not only with the health and welfare of service personnel but also with the health and welfare of civilians within your area of duty. If you make a careful inspection and turn in an unfavorable report, you may make a few enemies, but you also may save many lives.

Complaints of overcharging, shortchanging, misrepresentation, or other illegal or shady practices should be investigated. If the complaints continue, notify the shore patrol officer. If such practices are continued, the establishment can be placed off limits.

### **Personal Appearance and Conduct**

When standing shore patrol duties, you are dealing with two communities—the military and the civilian. You must always present a sharp appearance. Be in a correct, clean, and neat uniform. Your hair must be neatly groomed, shoes shined, and hat squared. Service personnel are quick to notice and criticize faults in the uniform and behavior of the shore patrol. The people in the civilian community get their impressions of our armed forces from the way you look. You are an ambassador of the United States and the U.S. Navy. In other words, wear your uniform with pride at all times.

Your conduct as a member of the shore patrol reflects directly on the Navy and the United States. You are constantly in public view and must maintain a reputation for smartness, alertness, and efficiency. Never lounge or lean against buildings or objects, and public smoking is prohibited. Refrain from prolonged conversations outside the line of duty. Do not congregate with other patrol members except in the line of duty, and never linger in any public place or establishment. The authority vested in the shore patrol is represented by the uniform and brassard. You may exercise this authority only in the performance of assigned shore patrol duties. When you are not on duty, you have the same status as any other member of the armed forces not on duty.

You are never allowed to use your shore patrol credentials to solicit favors, gifts, or gratuities. Furthermore, these concessions should never be accepted when offered. When eating ashore as a member of the shore patrol, you must pay regular prices, whether on duty, on liberty, or on leave.

Members of the shore patrol are forbidden to drink any form of an intoxicating beverage or any other form of intoxicant while on duty or at any other time that may be prescribed by the shore patrol officer.

Remember, you must maintain respectful and friendly relations with the civil authorities and the civilian community in general. Be alert to your duty by preventing disharmony prejudicial to the armed forces.

### **Jurisdiction**

The shore patrol has jurisdiction over all members of the armed forces. You have the authority to take corrective action against any member of the armed forces who breaks regulations or the law. The corrective actions include apprehension, if necessary; but apprehensions should not be made if corrective measures will suffice.

When standing shore patrol duties, you normally have no jurisdiction over civilians. When dealing with civilians in the continental United States, a member of the shore patrol may do only what any other citizen may do—call on the civil police for assistance. If a civilian is in the act of committing a felony, you can and should place the individual under citizen's arrest. Every citizen has the right and the moral duty to stop crime and apprehend a criminal.

Today many military personnel are allowed to wear civilian clothes ashore. Wearing civilian clothing does not free Sailors from the jurisdiction of the shore patrol. If persons in civilian attire are creating a disturbance, for instance, and you have reason to suspect they are service members, request they show their identification (ID) cards. If they refuse, seek the assistance of the civil authorities.

Foreign military personnel serving under a command of the U.S. Armed Forces also may be apprehended by the shore patrol. They may be apprehended under the same circumstances that justify the apprehension of U.S. Armed Forces personnel.

## Apprehension

“Apprehension” means taking a person into custody. The Uniform Code of Military Justice (UCMJ) states that any person authorized to apprehend may do so upon reasonable belief that an offense was committed and the person apprehended committed the offense (article 7, Apprehension). So far personal appearance, conduct, and jurisdiction have been presented. Now the apprehension phase of your duties will be covered.

The policy of the Navy Department regarding liberty parties is that they be interfered with as little as possible. To do your SP job properly does not mean you should adopt a tough attitude and apprehend as many people as possible. Personnel should not be taken into custody for minor infractions of regulations if a warning will suffice. The warning should not be in the form of a reprimand. It should be given so that only the offender hears what you have to say.

When you request a person to show proper identification, do not be aggressive or overbearing in manner. A wrong attitude may only provoke trouble for you and your partner. Persons must be given every opportunity, within reason, to identify themselves. If you must send personnel to SP headquarters to determine their identification, always advise them that they are not being taken into custody; and that when they have properly identified themselves, they will be released. If a person refuses to be cooperative or becomes abusive, then that person must be apprehended and taken to headquarters. When this situation occurs, it must be handled as quickly as possible and very tactfully. Make sure you notify the personnel involved that they are being taken into custody. According to article 31 of the UCMJ (Compulsory Self-Incrimination Prohibited), persons taken into custody are to be advised of the charge(s) against them and of their right to remain silent. Also, advise them that any statement made by them may be used as evidence against them in the event of trial by court-martial.

When making an apprehension, use as little force as possible. You have a partner that can help you. The nightstick you are carrying is for self-defense and is to be used only when the offender cannot be subdued otherwise. If the nightstick is needed, never strike a person in the head as it can cause serious injury and even death. Strike the shoulder, arm, or leg; or use the nightstick for jabbing—a jab in the lower solar plexus (pit of the stomach) is most effective. When personnel

are taken into custody, a written report must be submitted to the shore patrol officer stating all the circumstances about the apprehension and the circumstances that required the use of the nightstick.

**APPREHENDING OFFICERS.**—Only when situations offer no alternative should enlisted shore patrol personnel apprehend an officer. Such action is taken only to prevent disgrace to the service, to prevent the officer from committing an offense, or to prevent the escape of one who has committed a serious offense. If time permits, an officer of the patrol should be summoned to take necessary action; or the assistance of any available officer of the armed forces should be requested.

When an officer persists in violating regulations or rules of conduct after being duly and politely warned, the officer should be addressed as follows: “Sir (or ma'am), it is necessary that I obtain your name, organization, and station, and check your identification.” After obtaining the data, salute and thank the officer. If the officer refuses to give such information or continues to create a disturbance, then proceed as previously discussed.

**APPREHENDING MEMBERS OF THE OPPOSITE SEX.**—The shore patrol must observe the following rules when taking armed forces personnel of the opposite sex into custody:

- Physical contact should be avoided. If force is absolutely necessary for restraining the person or taking the service member to patrol headquarters, the utmost care must be used.
- In connection with any offense the interrogation and/or search of a service member will be conducted, whenever possible, by or in the presence of a service member of the same sex. Members of the opposite sex will remain outside the search area but in close proximity. The only exceptions to this rule may be in demanding circumstances where an imminent danger to life or property exists and/or the facts and circumstances of the investigation necessitate an immediate interrogation when no service member of the same sex is available.

- Anytime you apprehend a member of the opposite sex, communicate immediately with headquarters for instructions.

### REVIEW 1 QUESTIONS

- Q1. What are the areas of responsibility for a POOW?
- Q2. If the pistol has a lanyard attached to it, how should the weapon be given to the relief?
- Q3. Where can details of special evolutions be found?
- Q4. The heavy weather bill is placed in effect at what times?
- Q5. Who is the CINC for the objective evaluation of effectiveness of the operational forces?
- Q6. The responsibility for operational forces in the Arabian Gulf falls under what CINC command?
- Q7. Who has the responsibility to develop, implement, and administer service-wide programs for improved human relations?
- Q8. Who is responsible for transportation of naval property?
- Q9. The PPO is NOT a regular part of the MMA force. True or False.
- Q10. Who is responsible to the executive officer for maintaining good order and discipline in the command?
- Q11. What is the primary duty of an SP?

### CLOSE-ORDER DRILL

**Learning Objective:** Recall the procedures for close-order drill.

On occasion you will be required to take charge of a group of Sailors ashore and march them to a work detail, to the dispensary, or to and from classes at a training command. You also may have to take charge of such a group to prepare them for a parade or ceremony. When you are in charge of such a unit, you must give the proper commands at the right time to ensure that the unit moves with precision and smartness.

### DEFINITIONS

You should familiarize yourself with the following definitions. You need not learn them word for word, but you must understand them.

**SQUAD:** A squad at full strength normally consists of 12 persons.

**SECTION:** A section consists of two or more squads.

**PLATOON:** A platoon consists of two or more squads, a platoon headquarters, and a guide.

**PLATOON HEADQUARTERS:** A platoon headquarters consists of a platoon petty officer and one or more assistants.

**COMPANY:** A company consists of two or more platoons.

**HEAD:** The head is the leading element of a column.

**CADENCE:** Cadence is a rhythmic rate of march at a uniform step.

**QUICK TIME:** Quick time is cadence at 120 steps (12, 15, or 30 inches in length) per minute. Quick time is also the normal cadence for drills and ceremonies.

**DOUBLE TIME:** Double time is cadence at 180 steps (36 inches in length) per minute.

**SLOW TIME:** Slow time is cadence at 60 steps per minute and is used for funerals only.

**SNAP:** In drill, snap is the immediate and smart execution of a movement. In commands or signals, quality inspires immediate response.

**COMMANDS:** The two basic types of commands are the preparatory command, such as **Forward**, which indicates the type of movement to be made, and the command of execution, such as **MARCH**, which causes the desired movement to be made. For clarity, preparatory commands are printed in bold and the first letter is capitalized (**Forward**); commands of execution are printed in capital letters (**MARCH**). Some commands are a combination of both preparatory commands and commands of execution, such as **FALL IN**, **AT EASE**, and **REST**, but are considered commands of execution. They are printed in bold, capital letters.

**AS YOU WERE:** This command cancels a movement or order that was started but not completed. At this command, troops resume their former position.

## INDIVIDUAL MOVEMENTS

With the exception of right step, all steps and marches starting from a halt begin with the left foot. Normally, commands are given in the cadence of quick time. When the direction of the march is to be changed, both the preparatory command and the command of execution are given as the foot in the direction of the turn strikes the ground. For example, the commands **Column Right**, **MARCH**. The movement is to the right; therefore, the word *Right* is spoken as your right foot strikes the ground. An interval of silence follows as you take your next step, and the command **MARCH** is given as your right foot again strikes the ground.

Normally, only one step is taken between the preparatory and execution commands. However, in the early phases of recruit training and at other times as necessary, the interval between commands may be greater to allow the troops more time to think about their actions. With large bodies of troops, the intervals must be longer to allow subordinate commanders to repeat the preparatory commands or to give other preparatory commands as necessary.

**QUICK TIME:** To march forward in quick time, start from a halt and give the commands **Forward**, **MARCH**. At the command **Forward**, shift the weight of

the body to the right leg without noticeable movement. At the command **MARCH**, step off smartly with the left foot and continue the march with 30-inch steps. Swing the arms easily in natural arcs about 6 inches straight to the front and 3 inches to the rear of the body.

**DOUBLE TIME:** To march in double time, begin at a halt or in march in quick time and give the commands **Double Time**, **MARCH**. If beginning from a halt, at the command **MARCH**, raise the forearms, fingers closed and knuckles out, to a horizontal position along the waistline. Take up an easy run with the step and cadence of double time (36-inch steps at 180 steps per minute), allowing the arms to make a natural swinging motion across the front of the body. If starting in quick time, be sure to keep the forearms horizontal; and at the command **MARCH**, given as either foot strikes the ground, take one more step in quick time and then step off in double time. To resume quick time from double time, give the commands **Quick Time**, **MARCH**. At the command **MARCH**, given as either foot strikes the ground, advance and plant the foot in double time; resume the quick time, dropping the hands to the sides.

**SIDE STEP:** The commands are **Side Step**, **MARCH**. At the command **MARCH**, place your right foot 12 inches to the right. Then place your left foot beside the right. Continue in the cadence of quick time. Stand as straight as you can without stiffness. The movement also may be made to the left.

**HALF STEP:** The commands are **Half Step**, **MARCH**. At the command **MARCH**, take steps of 15 inches instead of the normal 30 inches. Half step is executed in quick time only. To resume the full step from half step, give the commands **Forward**, **MARCH**.

**BACK STEP:** The commands are **Backward**, **MARCH**. At the command **MARCH**, take steps of 15 inches straight to the rear. The back step is executed in quick time only.

**TO CHANGE STEPS:** Change steps may be executed without orders by an individual to get in step with the rest of the unit. An entire unit may be ordered to change step to get in step with another unit. The commands are **Change Step**, **MARCH**. At the command **MARCH**, given as either foot strikes the ground, advance and plant the other foot. For example, plant the left foot, then plant the toe of the right foot near the heel of the left foot, and step off with the left foot.

**MARCHING AT EASE:** The commands are **AT EASE**, **MARCH**. When marching at ease, you must march in orderly ranks in silence, but you need not keep step or march at attention.

**MARCHING IN ROUTE STEP:** The commands are **Route Step**, **MARCH**. Marching is the same as when marching at ease, except that you need not maintain silence. (Route is pronounced to rhyme with “out.”) To resume marching in quick time from route step or at ease, give the command **ATTENTION**. At the command, troops come to attention and pick up the step (in step and in cadence).

**MARCHING IN PLACE, QUICK TIME:** To march in place at quick time, give the commands **Mark Time**, **MARCH**. The commands may be given from a halt, marching at quick time, half step, or double time in place. The command of execution may be given as either foot strikes the ground.

- From a halt: On the command **Mark Time**, shift your weight to your right leg without noticeable movement. On the command **MARCH**, beginning with your left foot and then alternating, raise each foot so that the ball of the foot is approximately 2 inches and the heel is approximately 4 inches from the ground. Swing your arms naturally as in marching.

- When marching at quick time: On the command **MARCH**, take one more 30-inch step. Bring your heels together and begin marking time without loss of cadence. To resume the march at quick time, give the commands **Forward**, **MARCH**. On the command **MARCH**, take one more step in place and move out with a 30-inch step.

- When marching in place at double time: On the command **MARCH**, take one more step in place at double time and commence marking time.

**MARCHING IN PLACE AT DOUBLE TIME:** To march in place at double time, give the commands **In Place**, **Double Time**, **MARCH**. They may be given while halted, while marching at double time, or while marking time.

- From a halt: On the preparatory command, shift your weight to your right leg without noticeable movement. On the command **MARCH**, raise your arms as for double time and commence marching in place as for mark time; the cadence is 180 steps per minute and the feet are raised about 6 inches from the ground.

- When marching at double time: On the command **MARCH**, take two more double time steps. Bring your feet together and begin double time in place without loss of cadence.

At the commands **Double Time**, **MARCH**, resume the march at double time. On **MARCH**, take two more steps in place and move out at double time rate.

- When marking time: On the command **MARCH**, take one more step in mark time and commence marching at double time in place.

**HALT:** The commands are **Squad**, (**Platoon**, **Company**, as appropriate), **HALT**. The command of execution may be given as either foot strikes the ground.

- When marching in quick time: At the command **HALT**, execute a halt in two counts by taking an additional step and then bring the other foot alongside.

- When marching in double time: A halt is made in three counts. At the command **HALT**, take one more 36-inch step at double time, one 30-inch step at quick time, and bring the heels together.

- When side-stepping: The preparatory command is given when the heels are together, and the command of execution usually is given the next time the heels are together. After **HALT** is given, take one more step and bring the heels together.

- When marking time: Take one step after **HALT** is given and bring your heels together.

- From in place at double time: On **HALT**, take one step at double time, one step at quick time, and bring your heels together.

- When back-stepping: On **HALT**, take one more step and bring the forward heel back against the other.

## **SQUAD DRILL**

A squad is a group of persons formed for the purpose of instruction, discipline, control, and order. Normally, no fewer than 8 and not more than 12 persons are under the direction of a squad leader. The usual formation is a single rank or line, or a single file or column, as shown in figure 5-9. The first formation is

always in line, but the squad is marched only for short distances in this formation. When not at drill, a squad may be formed in two ranks and marched in a column of twos. Usually squads, as well as all other units, are formed at normal intervals.

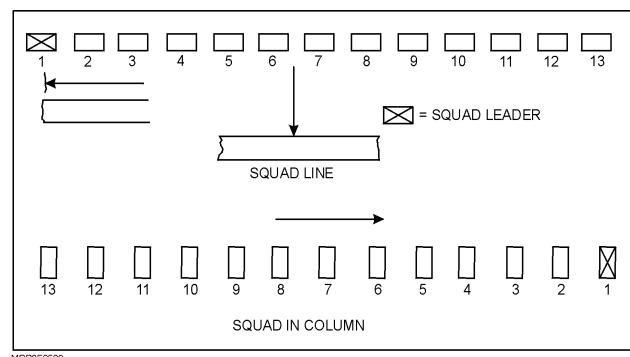


Figure 5-9.—Squad formations.

**MOVEMENTS:** Most troop movements requiring changes in direction are accomplished by reversing direction or by flanking, oblique, or column movements. Many maneuvers, however, require a combination of two or more of these basic movements. For movements that can be made either to the right or left, you will be given the commands and descriptions for only those to the right. Unless indicated otherwise, you may assume that a movement can be made in either direction.

Preparatory commands for these movements are given so that the last word of the command is pronounced when the foot in the direction of the movement strikes the ground. Commands of execution also are given as that same foot strikes the ground.

**COLUMN RIGHT:** The commands are **Column Right**, MARCH. At the command MARCH, the first member in the column takes one more step with the left foot, pivots 90° to the right on the ball of the left foot, and at the same time steps out in the new direction on the right foot (one count). The rest of the column continues to march along in the original direction. As each member reaches the point where the first member changed direction (pivot point), the member executes the movement as described.

When halted, at the command MARCH, the front member pivots to the right and steps out with the left foot. At the same time, other members march forward. As each member reaches the pivot point used by the front member, the member changes direction as described above.

- **Quick time:** On MARCH, take another step with the left foot in the original direction of march, turn 180° to the right on the balls of both feet, and step out on the left foot in the new direction.

- **Double time:** On MARCH, advance two steps in the original direction, turn to the right while taking four steps in place and in cadence, and step off on the left foot.

**NOTE:** If troops are at a halt and you desire to march them in the direction opposite from that which they are facing, give the commands **About**, FACE and **Forward**, MARCH.

**TO MARCH TO A FLANK:** This movement is performed only when marching. The commands are **By the Right Flank**, MARCH. On the command MARCH, given as the right foot strikes the ground, take a step with the left foot, turn 90° to the right on the ball of the left foot, and step out in the new direction on the right foot. The turn and the step in the new direction are performed at the same time. Flank movements are performed simultaneously by all hands.

**TO MARCH AT AN ANGLE:** The commands are **Right Oblique**, MARCH. Oblique is pronounced to rhyme with “like.” This movement is executed in the same manner as the flank movement, except the turn is 45° instead of 90° from the original direction.

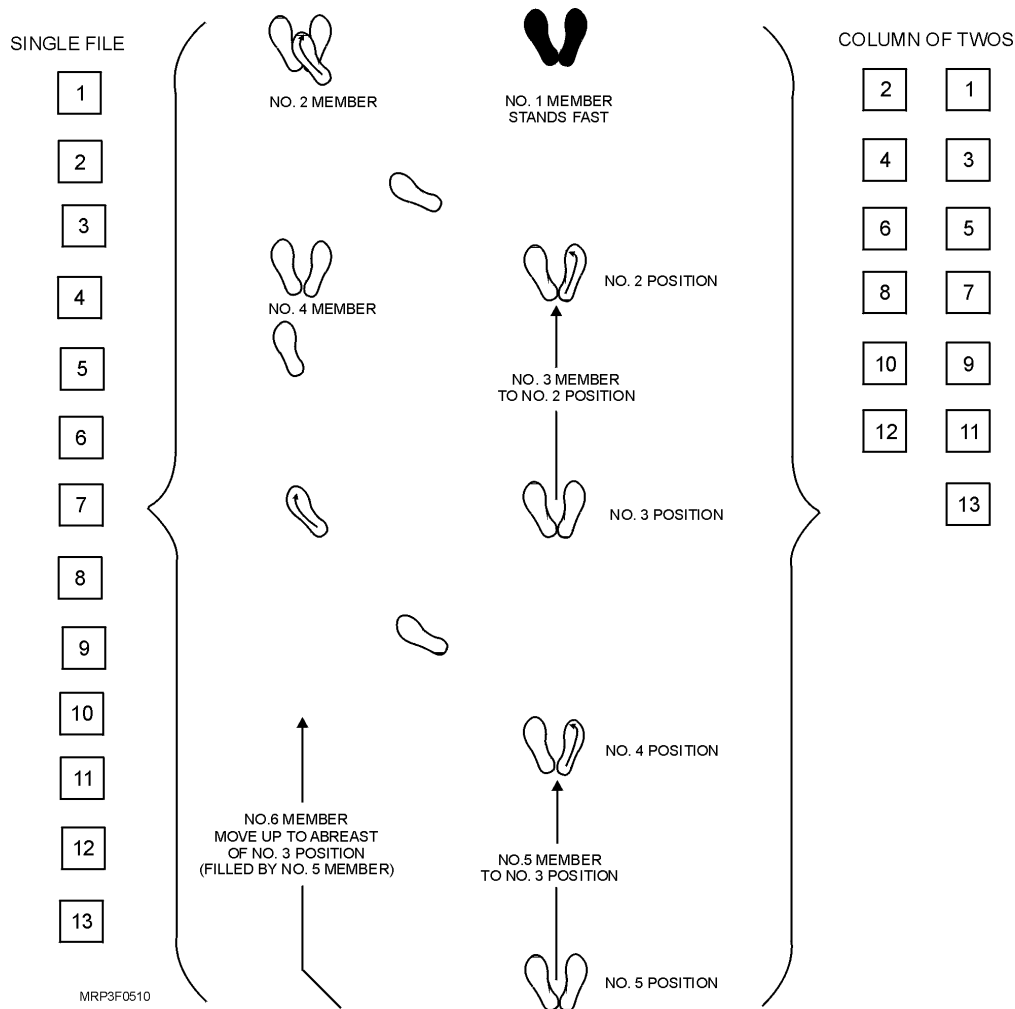


Figure 5-10.—From single file to column of twos.

The commands **Forward**, MARCH are given to resume original direction of march. MARCH is given as the foot toward the original front hits the ground; then each member takes another step, turns on the ball of that foot, and steps off to the front.

While marching at the oblique, the command HALT is given on the left foot to halt from right oblique and on the right foot to halt from left oblique. At the command, each member takes another step in the oblique direction, turns to the front on the ball of that foot, and halts on that spot.

When you wish to temporarily halt a unit marching at the oblique, the commands **In Place**, HALT are given. Each member halts in two counts, as at quick time, but remains facing in the oblique direction. The only commands that can be given after halting in place are **Resume**, MARCH. On MARCH, the movement continues in the oblique direction.

**FROM SINGLE FILE TO COLUMN OF TWOS:**  
This movement is done only from a halt, and all members required to move do so at the same time. The commands are **Column of Twos To the Left**, (or **Right**), MARCH. On MARCH, the front member stands fast. Even-numbered members (counting from front to rear) face half left on the ball of the right foot and at the same time step off on the left foot. Figure 5-10 shows this movement. These members take two steps, turning to the front on the ball of the right foot when that foot hits the ground. They march forward and halt when abreast and at normal intervals from the odd-numbered members that were formerly in front of them. Odd-numbered members (except the front member) march forward and halt upon reaching a normal distance from the members that are now in front of them.

**FROM COLUMN OF TWOS TO SINGLE FILE:**  
This movement, done from a halt, normally is used to return a squad to its original position after completing



the movement just described. The commands are **Column of Files from the Right** (or **Left**, depending on the position of the members), **MARCH**. On the command **MARCH**, the number one and number two members (now the right and left front members) step off at the same time. Figure 5-11 shows this movement. The number one member marches forward. The number two member pivots to the half right on the ball of the right foot and steps off on the left foot, takes two steps, and pivots to the half left when the right foot hits the ground. The number two member now follows in file and at a normal distance behind the number one member.

The remaining odd- and even-numbered members step off in pairs, execute the same movements as numbers one and two, and follow in file at a normal distance.

**NOTE:** Many commands contain the word *from* and *to*, and they may be confusing. Therefore, remember that when going from a large number of files to a small number of files, the command contains the word **from**.

**TO DISMISS THE SQUAD:** A squad not under arms is dismissed by the single command **DISMISSED**. The command is given only when the members are at attention.

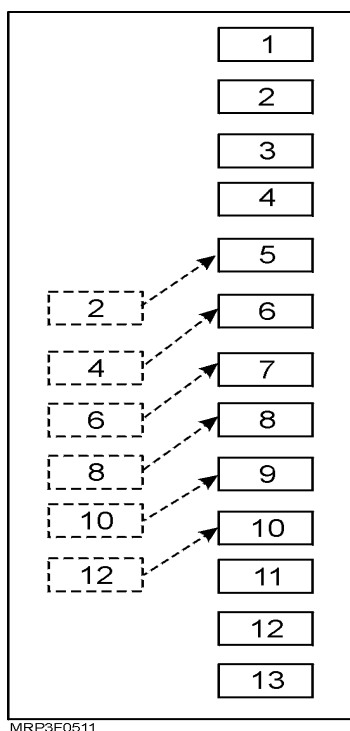


Figure 5-11.—From column of twos to single file.

## DRILL COMMANDS AND MILITARY BEARING

A good drill command is loud enough to be heard by everyone in the unit. Make it a practice to speak to the person farthest away from you. Take pains to be distinct. A mumbled command will only result in confusion and an unmilitary-like execution. Learn to speak with assurance. Give your preparatory command a rising inflection; deliver your command of execution with sharp emphasis.

If you make a mistake or two the first time you drill your unit, no harm is done provided you remember your mistakes. You will find that the more often you drill the unit, the more confident you will become.

To maintain a sharp military formation, observe the following practices:

- Present a smart appearance, whether you are exercising the formation at drills or only marching a work detail.
- Observe the formation constantly. Correct mistakes immediately but pleasantly.
- Stand far enough away from your unit to see all of them but close enough to detect mistakes and be heard by all.
- Do not keep the formation in any one position too long. Face them away from the sun, if possible.
- When not marching, give your command while standing at attention.
- Permit no smoking in ranks. Allow talking only while the group is at rest or when marching at route step.

## REVIEW 2 QUESTIONS

- Q1. How many platoons make up a company?
- Q2. What entities make up a platoon?
- Q3. When executing a half step, what is the length the step?

- Q4. Most troop movements requiring changes in direction are accomplished by what types of direction change?

### SUMMARY

As a petty officer, your responsibilities and duties are much greater than those of a nonrated person. Every time you are advanced in rate, your responsibilities and duties expand accordingly. By completing all the requirements for advancement to petty officer third class, including your commanding officer's recommendation, you are declaring your readiness and willingness to accept more responsibility and authority.

This chapter has provided you with information on some of the typical duties you may be assigned, both aboard ship and ashore. Some of these duties include petty officer of the watch, shore patrol, section leader, master-at-arms, police petty officer, and military police.

No matter what your duties are, you have the authority as well as the responsibility to carry out your position in the military chain of command. The exercise of authority is linked to your acceptance of responsibility and is granted only to support you in carrying out your assigned duties and responsibilities.

Close-order drill, in one form or another, has always been a part of the military. It provides an orderly, precise means of moving numbers of personnel from one location to another. The sharp execution of drill commands is an indicator of a sharp outfit.

Remember, no matter what duties you are assigned as a petty officer, pride, professionalism, and dedication to duty is what being a petty officer is all about.

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### REVIEW 1 ANSWERS

- A1. POOW areas of responsibility include **watch standing and administration; quarterdeck and bridge equipment; logs, records, and reports; security; and drills and emergencies.**
- A2. If the pistol has a lanyard attached to it, **keep the lanyard around your neck until your relief has positive control of the pistol. Then remove the lanyard from around your neck and place it around the neck of your relief.**
- A3. Details concerning special evolutions can be found in the **local Senior Officer Present Afloat (SOPA) regulations.**
- A4. The heavy weather bill will be placed in effect **during periods of actual or forecasted high wind and seas, hurricanes, typhoons, tidal waves, and so forth.**
- A5. **Commander, Navy Operational Test and Evaluation Force (COMOPTEVFOR)** is responsible for objective evaluation of the operational forces.
- A6. **Commander, U. S. Naval Forces Central Command (COMUSNAVCENTCOM)** is responsible for operational forces in the Arabian Gulf.
- A7. **Chief of Naval Personnel (CHNAVPERS)** has the responsibility to develop, implement, and administer service-wide programs for improved human relations.

A8. **Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM or NAVSUP)** is responsible for transportation of naval property.

A9. **True.** The PPO may be required to augment the MMA but the PPO is part of a division's duties.

A10. The **chief master-at-arms (CMAA)**, often called the sheriff, is responsible to the executive officer for maintaining good order and discipline.

A11. The primary mission of the SP is to **preserve order among members of the armed forces who are on leave or in a liberty status.**

## **REVIEW 2 ANSWERS**

A1. A company consists of **two or more platoons.**

A2. A platoon consists of **two or more squads, a platoon headquarters, and a guide.**

A3. When executing a half step, **a step is fifteen inches in length.**

A4. Troop movements requiring changes in direction are accomplished by **reversing direction or by flanking, oblique, or column movements.**

